



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF THE GENERAL COUNSEL



February 12, 2019

Beth France, Esquire  
American Oversight  
1420 K Street, NW, Suite 800  
Washington, D.C. 20005

Re: *American Oversight v. U.S. Department of Education – Goad I Production*  
Civil Action No.: 1:17-cv-1247-TSC  
FOIA Requests No.: 17-01479-F & 17-01480-F

Dear Ms. France:

Enclosed please find a CD containing the Goad calendar Part I as agreed in the memo format in the above-captioned case. Please do not hesitate to call if you have any further questions. I can be reached at (202) 401-6607 or at [Karen.Mayo-Tall@ed.gov](mailto:Karen.Mayo-Tall@ed.gov).

Best,

Karen L. Mayo-Tall, Esquire  
Agency Counsel

cc: AUSA Wyneva Johnson (2 CDs)

**Goad, Robert**

---

**Subject:** New Year's Day  
**Location:** United States  
  
**Start:** Sunday, January 01, 2012 12:00 AM  
**End:** Monday, January 02, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Groundhog Day  
**Location:** United States  
  
**Start:** Thursday, February 02, 2012 12:00 AM  
**End:** Friday, February 03, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Valentine's Day  
**Location:** United States  
  
**Start:** Tuesday, February 14, 2012 12:00 AM  
**End:** Wednesday, February 15, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 20, 2012 12:00 AM  
**End:** Tuesday, February 21, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** St. Patrick's Day  
**Location:** United States  
  
**Start:** Saturday, March 17, 2012 12:00 AM  
**End:** Sunday, March 18, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 08, 2012 12:00 AM  
**End:** Monday, April 09, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 16, 2012 12:00 AM  
**End:** Tuesday, April 17, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 25, 2012 12:00 AM  
**End:** Thursday, April 26, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 13, 2012 12:00 AM  
**End:** Monday, May 14, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 28, 2012 12:00 AM  
**End:** Tuesday, May 29, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 17, 2012 12:00 AM  
**End:** Monday, June 18, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Independence Day  
**Location:** United States  
  
**Start:** Wednesday, July 04, 2012 12:00 AM  
**End:** Thursday, July 05, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 03, 2012 12:00 AM  
**End:** Tuesday, September 04, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 08, 2012 12:00 AM  
**End:** Tuesday, October 09, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Halloween  
**Location:** United States  
  
**Start:** Wednesday, October 31, 2012 12:00 AM  
**End:** Thursday, November 01, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 06, 2012 12:00 AM  
**End:** Wednesday, November 07, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Veteran's Day  
**Location:** United States  
  
**Start:** Sunday, November 11, 2012 12:00 AM  
**End:** Monday, November 12, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Veteran's Day (Observed)  
**Location:** United States  
  
**Start:** Monday, November 12, 2012 12:00 AM  
**End:** Tuesday, November 13, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 22, 2012 12:00 AM  
**End:** Friday, November 23, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 23, 2012 12:00 AM  
**End:** Saturday, November 24, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Christmas Eve  
**Location:** United States  
  
**Start:** Monday, December 24, 2012 12:00 AM  
**End:** Tuesday, December 25, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Christmas Day  
**Location:** United States  
  
**Start:** Tuesday, December 25, 2012 12:00 AM  
**End:** Wednesday, December 26, 2012 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** New Year's Eve  
**Location:** United States  
  
**Start:** Monday, December 31, 2012 12:00 AM  
**End:** Tuesday, January 01, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 21, 2013 12:00 AM  
**End:** Tuesday, January 22, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 18, 2013 12:00 AM  
**End:** Tuesday, February 19, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, March 31, 2013 12:00 AM  
**End:** Monday, April 01, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 15, 2013 12:00 AM  
**End:** Tuesday, April 16, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 24, 2013 12:00 AM  
**End:** Thursday, April 25, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 12, 2013 12:00 AM  
**End:** Monday, May 13, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 27, 2013 12:00 AM  
**End:** Tuesday, May 28, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 16, 2013 12:00 AM  
**End:** Monday, June 17, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 02, 2013 12:00 AM  
**End:** Tuesday, September 03, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 14, 2013 12:00 AM  
**End:** Tuesday, October 15, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 05, 2013 12:00 AM  
**End:** Wednesday, November 06, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 28, 2013 12:00 AM  
**End:** Friday, November 29, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 29, 2013 12:00 AM  
**End:** Saturday, November 30, 2013 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 20, 2014 12:00 AM  
**End:** Tuesday, January 21, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 17, 2014 12:00 AM  
**End:** Tuesday, February 18, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Tuesday, April 15, 2014 12:00 AM  
**End:** Wednesday, April 16, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 20, 2014 12:00 AM  
**End:** Monday, April 21, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 23, 2014 12:00 AM  
**End:** Thursday, April 24, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 11, 2014 12:00 AM  
**End:** Monday, May 12, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 26, 2014 12:00 AM  
**End:** Tuesday, May 27, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 15, 2014 12:00 AM  
**End:** Monday, June 16, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 01, 2014 12:00 AM  
**End:** Tuesday, September 02, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 13, 2014 12:00 AM  
**End:** Tuesday, October 14, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 04, 2014 12:00 AM  
**End:** Wednesday, November 05, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 27, 2014 12:00 AM  
**End:** Friday, November 28, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 28, 2014 12:00 AM  
**End:** Saturday, November 29, 2014 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 19, 2015 12:00 AM  
**End:** Tuesday, January 20, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 16, 2015 12:00 AM  
**End:** Tuesday, February 17, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 05, 2015 12:00 AM  
**End:** Monday, April 06, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Wednesday, April 15, 2015 12:00 AM  
**End:** Thursday, April 16, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 22, 2015 12:00 AM  
**End:** Thursday, April 23, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 10, 2015 12:00 AM  
**End:** Monday, May 11, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 25, 2015 12:00 AM  
**End:** Tuesday, May 26, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 21, 2015 12:00 AM  
**End:** Monday, June 22, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Independence Day (Observed)  
**Location:** United States  
  
**Start:** Friday, July 03, 2015 12:00 AM  
**End:** Saturday, July 04, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 07, 2015 12:00 AM  
**End:** Tuesday, September 08, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 12, 2015 12:00 AM  
**End:** Tuesday, October 13, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 03, 2015 12:00 AM  
**End:** Wednesday, November 04, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 26, 2015 12:00 AM  
**End:** Friday, November 27, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 27, 2015 12:00 AM  
**End:** Saturday, November 28, 2015 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 18, 2016 12:00 AM  
**End:** Tuesday, January 19, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 15, 2016 12:00 AM  
**End:** Tuesday, February 16, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, March 27, 2016 12:00 AM  
**End:** Monday, March 28, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Friday, April 15, 2016 12:00 AM  
**End:** Saturday, April 16, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 18, 2016 12:00 AM  
**End:** Tuesday, April 19, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 27, 2016 12:00 AM  
**End:** Thursday, April 28, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 08, 2016 12:00 AM  
**End:** Monday, May 09, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 30, 2016 12:00 AM  
**End:** Tuesday, May 31, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 19, 2016 12:00 AM  
**End:** Monday, June 20, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 05, 2016 12:00 AM  
**End:** Tuesday, September 06, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 10, 2016 12:00 AM  
**End:** Tuesday, October 11, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 08, 2016 12:00 AM  
**End:** Wednesday, November 09, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 24, 2016 12:00 AM  
**End:** Friday, November 25, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 25, 2016 12:00 AM  
**End:** Saturday, November 26, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Christmas Holiday (Observed)  
**Location:** United States  
  
**Start:** Monday, December 26, 2016 12:00 AM  
**End:** Tuesday, December 27, 2016 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** New Year's Day (Observed)  
**Location:** United States  
  
**Start:** Monday, January 02, 2017 12:00 AM  
**End:** Tuesday, January 03, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 16, 2017 12:00 AM  
**End:** Tuesday, January 17, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 20, 2017 12:00 AM  
**End:** Tuesday, February 21, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 16, 2017 12:00 AM  
**End:** Monday, April 17, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 17, 2017 12:00 AM  
**End:** Tuesday, April 18, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Tuesday, April 18, 2017 12:00 AM  
**End:** Wednesday, April 19, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 26, 2017 12:00 AM  
**End:** Thursday, April 27, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 14, 2017 12:00 AM  
**End:** Monday, May 15, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 29, 2017 12:00 AM  
**End:** Tuesday, May 30, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 18, 2017 12:00 AM  
**End:** Monday, June 19, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 04, 2017 12:00 AM  
**End:** Tuesday, September 05, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 09, 2017 12:00 AM  
**End:** Tuesday, October 10, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 07, 2017 12:00 AM  
**End:** Wednesday, November 08, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Veteran's Day (Observed)  
**Location:** United States  
  
**Start:** Friday, November 10, 2017 12:00 AM  
**End:** Saturday, November 11, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 23, 2017 12:00 AM  
**End:** Friday, November 24, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 24, 2017 12:00 AM  
**End:** Saturday, November 25, 2017 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 15, 2018 12:00 AM  
**End:** Tuesday, January 16, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 19, 2018 12:00 AM  
**End:** Tuesday, February 20, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 01, 2018 12:00 AM  
**End:** Monday, April 02, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 16, 2018 12:00 AM  
**End:** Tuesday, April 17, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Tuesday, April 17, 2018 12:00 AM  
**End:** Wednesday, April 18, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 25, 2018 12:00 AM  
**End:** Thursday, April 26, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 13, 2018 12:00 AM  
**End:** Monday, May 14, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 28, 2018 12:00 AM  
**End:** Tuesday, May 29, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 17, 2018 12:00 AM  
**End:** Monday, June 18, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 03, 2018 12:00 AM  
**End:** Tuesday, September 04, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 08, 2018 12:00 AM  
**End:** Tuesday, October 09, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 06, 2018 12:00 AM  
**End:** Wednesday, November 07, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Veteran's Day (Observed)  
**Location:** United States  
  
**Start:** Monday, November 12, 2018 12:00 AM  
**End:** Tuesday, November 13, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 22, 2018 12:00 AM  
**End:** Friday, November 23, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 23, 2018 12:00 AM  
**End:** Saturday, November 24, 2018 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 21, 2019 12:00 AM  
**End:** Tuesday, January 22, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 18, 2019 12:00 AM  
**End:** Tuesday, February 19, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 15, 2019 12:00 AM  
**End:** Tuesday, April 16, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 21, 2019 12:00 AM  
**End:** Monday, April 22, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 24, 2019 12:00 AM  
**End:** Thursday, April 25, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 12, 2019 12:00 AM  
**End:** Monday, May 13, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 27, 2019 12:00 AM  
**End:** Tuesday, May 28, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 16, 2019 12:00 AM  
**End:** Monday, June 17, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 02, 2019 12:00 AM  
**End:** Tuesday, September 03, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 14, 2019 12:00 AM  
**End:** Tuesday, October 15, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 05, 2019 12:00 AM  
**End:** Wednesday, November 06, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 28, 2019 12:00 AM  
**End:** Friday, November 29, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 29, 2019 12:00 AM  
**End:** Saturday, November 30, 2019 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 20, 2020 12:00 AM  
**End:** Tuesday, January 21, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 17, 2020 12:00 AM  
**End:** Tuesday, February 18, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 12, 2020 12:00 AM  
**End:** Monday, April 13, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Wednesday, April 15, 2020 12:00 AM  
**End:** Thursday, April 16, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 22, 2020 12:00 AM  
**End:** Thursday, April 23, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 10, 2020 12:00 AM  
**End:** Monday, May 11, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 25, 2020 12:00 AM  
**End:** Tuesday, May 26, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 21, 2020 12:00 AM  
**End:** Monday, June 22, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Independence Day (Observed)  
**Location:** United States  
  
**Start:** Friday, July 03, 2020 12:00 AM  
**End:** Saturday, July 04, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 07, 2020 12:00 AM  
**End:** Tuesday, September 08, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 12, 2020 12:00 AM  
**End:** Tuesday, October 13, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 03, 2020 12:00 AM  
**End:** Wednesday, November 04, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 26, 2020 12:00 AM  
**End:** Friday, November 27, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 27, 2020 12:00 AM  
**End:** Saturday, November 28, 2020 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 18, 2021 12:00 AM  
**End:** Tuesday, January 19, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 15, 2021 12:00 AM  
**End:** Tuesday, February 16, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 04, 2021 12:00 AM  
**End:** Monday, April 05, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Thursday, April 15, 2021 12:00 AM  
**End:** Friday, April 16, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 21, 2021 12:00 AM  
**End:** Thursday, April 22, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 09, 2021 12:00 AM  
**End:** Monday, May 10, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 31, 2021 12:00 AM  
**End:** Tuesday, June 01, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 20, 2021 12:00 AM  
**End:** Monday, June 21, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Independence Day (Observed)  
**Location:** United States  
  
**Start:** Monday, July 05, 2021 12:00 AM  
**End:** Tuesday, July 06, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 06, 2021 12:00 AM  
**End:** Tuesday, September 07, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 11, 2021 12:00 AM  
**End:** Tuesday, October 12, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 02, 2021 12:00 AM  
**End:** Wednesday, November 03, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 25, 2021 12:00 AM  
**End:** Friday, November 26, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Day After Thanksgiving Day  
**Location:** United States  
  
**Start:** Friday, November 26, 2021 12:00 AM  
**End:** Saturday, November 27, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Christmas Holiday (Observed)  
**Location:** United States  
  
**Start:** Friday, December 24, 2021 12:00 AM  
**End:** Saturday, December 25, 2021 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** New Year's Day (Observed)  
**Location:** United States  
  
**Start:** Monday, January 03, 2022 12:00 AM  
**End:** Tuesday, January 04, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Martin Luther King Day  
**Location:** United States  
  
**Start:** Monday, January 17, 2022 12:00 AM  
**End:** Tuesday, January 18, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Presidents' Day  
**Location:** United States  
  
**Start:** Monday, February 21, 2022 12:00 AM  
**End:** Tuesday, February 22, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Friday, April 15, 2022 12:00 AM  
**End:** Saturday, April 16, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Tax Day  
**Location:** United States  
  
**Start:** Monday, April 18, 2022 12:00 AM  
**End:** Tuesday, April 19, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Easter Day  
**Location:** United States  
  
**Start:** Sunday, April 17, 2022 12:00 AM  
**End:** Monday, April 18, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Administrative Professionals Day  
**Location:** United States  
  
**Start:** Wednesday, April 27, 2022 12:00 AM  
**End:** Thursday, April 28, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Mother's Day  
**Location:** United States  
  
**Start:** Sunday, May 08, 2022 12:00 AM  
**End:** Monday, May 09, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Memorial Day  
**Location:** United States  
  
**Start:** Monday, May 30, 2022 12:00 AM  
**End:** Tuesday, May 31, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Father's Day  
**Location:** United States  
  
**Start:** Sunday, June 19, 2022 12:00 AM  
**End:** Monday, June 20, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Labor Day  
**Location:** United States  
  
**Start:** Monday, September 05, 2022 12:00 AM  
**End:** Tuesday, September 06, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Columbus Day  
**Location:** United States  
  
**Start:** Monday, October 10, 2022 12:00 AM  
**End:** Tuesday, October 11, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Election Day  
**Location:** United States  
  
**Start:** Tuesday, November 08, 2022 12:00 AM  
**End:** Wednesday, November 09, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Thanksgiving Day  
**Location:** United States  
  
**Start:** Thursday, November 24, 2022 12:00 AM  
**End:** Friday, November 25, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Christmas Holiday (Observed)  
**Location:** United States  
  
**Start:** Monday, December 26, 2022 12:00 AM  
**End:** Tuesday, December 27, 2022 12:00 AM  
  
**Recurrence:** {none}  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Goad, Robert

**Zimmermann, Jacquelyn**

---

**Subject:** Student Art Exhibit Opening: Military Child Education Coalition

**Location:** LBJ

**Start:** Friday, March 03, 2017 11:00 AM

**End:** Friday, March 03, 2017 12:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Zimmermann, Jacquelyn

**Required Attendees:** OPE All Users; OS Employees only; OS Intl Affairs; OS OET; OS Office of the Secretary; OS TA Fellows; OS Senior Staff Support Staff; OS Supervisors; OS Senior Staff; OS Scheduling; OS Immediate; OS Exec Sec; OS Correspondence; OCO All HQ Users; OII All Users; OESE All Users

**Optional Attendees:** Plight, Andrea; Southwell, Debora

CONFIDENTIAL - ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE



Let me intend to attend the State House for the Opening Ceremony of the

100% (100% of 100%) of 100%.

100%.

Showing





1

**Zimmermann, Jacquelyn**

---

**Subject:** Student Art Exhibit Opening: Military Child Education Coalition

**Location:** LBJ

**Start:** Friday, March 03, 2017 11:00 AM

**End:** Friday, March 03, 2017 12:00 PM

**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Zimmermann, Jacquelyn

**Required Attendees:** OPE All Users; OS Employees only; OS Intl Affairs; OS OET; OS Office of the Secretary; OS TA Fellows; OS Senior Staff Support Staff; OS Supervisors; OS Senior Staff; OS Scheduling; OS Immediate; OS Exec Sec; OS Correspondence; OCO All HQ Users; OII All Users; OESE All Users

**Optional Attendees:** Plight, Andrea; Southwell, Debora

**Venable, Joshua**

---

**Subject:** Call with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400 Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 21, 2017 3:30 PM  
**End:** Tuesday, March 21, 2017 4:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

**Venable, Joshua**

---

**Subject:** Call with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400  
Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 21, 2017 3:30 PM  
**End:** Tuesday, March 21, 2017 4:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

Kara will call: 202-401-6699

Venable, Joshua

---

**Subject:** Meeting with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400 Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 21, 2017 3:30 PM  
**End:** Tuesday, March 21, 2017 4:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert; Ventimiglia, Eric

**Venable, Joshua**

---

**Subject:** Call with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400 Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 21, 2017 3:30 PM  
**End:** Tuesday, March 21, 2017 4:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

Kara will call: 202-401-6699

**Venable, Joshua**

---

**Subject:** Meeting with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400  
Maryland Ave, SW, Washington DC 20202

**Start:** Friday, March 17, 2017 2:30 PM  
**End:** Friday, March 17, 2017 3:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

Venable, Joshua

---

**Subject:** Meeting with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400 Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 21, 2017 3:30 PM  
**End:** Tuesday, March 21, 2017 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

**Venable, Joshua**

---

**Subject:** Meeting with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400 Maryland Ave, SW, Washington DC 20202

**Start:** Friday, March 17, 2017 2:30 PM  
**End:** Friday, March 17, 2017 3:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

**Venable, Joshua**

---

**Subject:** Meeting with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400  
Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 14, 2017 2:00 PM  
**End:** Tuesday, March 14, 2017 2:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert; McKee, Kara L. EOP/WHO

Venable, Joshua

---

**Subject:** Meeting with Domestic Policy Council (Kara McKee)  
**Location:** COS Office, LBJ Department of Education Building, 400  
Maryland Ave, SW, Washington DC 20202

**Start:** Tuesday, March 14, 2017 2:45 PM  
**End:** Tuesday, March 14, 2017 3:15 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** McKee, Kara L. EOP/WHO; Goad, Robert

**Goad, Robert**

---

**Subject:** Kathleen Smith

**Start:** Wednesday, March 15, 2017 1:00 PM

**End:** Wednesday, March 15, 2017 1:30 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Kathleen Smith

**Start:** Wednesday, March 15, 2017 1:00 PM  
**End:** Wednesday, March 15, 2017 1:30 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Lexi Hudson

**Start:** Wednesday, March 15, 2017 2:30 PM  
**End:** Wednesday, March 15, 2017 3:00 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Lexi Hudson

**Start:** Wednesday, March 15, 2017 2:00 PM  
**End:** Wednesday, March 15, 2017 2:30 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Lexi Hudson

**Start:** Wednesday, March 15, 2017 2:00 PM

**End:** Wednesday, March 15, 2017 2:30 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Thursday, March 16, 2017 10:30 AM  
**End:** Thursday, March 16, 2017 11:00 AM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Goad, Robert; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >, Matthew Friendewey < >, Jana Toner < >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert  
**Optional Attendees:** Goad, Robert

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Doug)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Conference Line (b)(6)  
Participant Code  
Leader Code:

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

---

**Sent:** Tuesday, June 12, 2018 10:37 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**From:**

**Sent:** Tuesday, June 12, 2018 10:39 AM

**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey,  
Matthew; Simmons, Lee (Dougie)

**Cc:** Goad, Robert

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
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**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert  
**Subject:** FW: Beachhead Leadership Team Meeting  
**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

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**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert  
**Subject:** FW: Beachhead Leadership Team Meeting  
**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C100

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**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Friendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

## Botel, Jason

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert  
**Optional Attendees:** Goad, Robert

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Li (b)(6)  
Participant Code (b)(6)

Conference Li (b)(6)  
Participant Cod  
Leader Code: (b)(6) ad)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Cc:** WDCFB6-7C100; Goad, Robert

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**Cc:** WDCFB6-7C100

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**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert

**Botel, Jason**

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey, Matthew; Simmons, Lee (Dougie)  
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**Where:** WDCFB6-7C101

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Doug)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Conference Line (b)(6)  
Participant Code  
Leader Code: (b)(6)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

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**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

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**Cc:** WDCFB6-7C100

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**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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Matthew; Simmons, Lee (Dougie)  
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**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

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**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

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**Subject:** Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey, Matthew; Simmons, Lee (Dougie)  
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**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >, Matthew Frendewey < >, Jana Toner < >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

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**Subject:** Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)

**Subject:** Beachhead Leadership Team Meeting

**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C101

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Lir (b)(6)  
Participant Code (b)(6)

Conference Lir (b)(6)  
Participant Co  
Leader Code: (b)(6) Lead)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert  
**Subject:** FW: Beachhead Leadership Team Meeting  
**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

## Botel, Jason

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert  
**Optional Attendees:** Goad, Robert

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Conference Line (b)(6)  
Participant Code  
Leader Code: 4 (b)(6) Lead)

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:39 AM

**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,  
Matthew; Simmons, Lee (Dougie)

**Cc:** Goad, Robert

## Botel, Jason

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Doug)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line  
Participant Code (b)(6) (b)(6)

Conference (b)(6)  
Participant Code  
Leader Code (b)(6) ad)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert

## Botel, Jason

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code 9449103

Conference Line  
Participant Code  
Leader Code: 4

(b)(6)

Lead)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**From:**

**Sent:** Tuesday, June 12, 2018 10:39 AM

**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey, Matthew; Simmons, Lee (Dougie)

**Cc:** Goad, Robert

**Botel, Jason**

---

**Subject:** Canceled: Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert  
**Optional Attendees:** Goad, Robert

**Importance:** High

We apologize for this inconvenience there seems to be a bug in this invitation, please delete this series from your calendars. A new invitation will be forwarded shortly, please accept this new series.

Thanks so much  
Paula

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Conference L  
Participant Co  
Leader Code:

(b)(6)

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Eitel, Robert  
**Cc:** WDCFB6-7C100; Goad, Robert

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**From:**  
**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Frendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert  
**Subject:** FW: Beachhead Leadership Team Meeting  
**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:39 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)  
  
**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
  
**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.  
  
**Meeting Status:** Accepted  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert  
**Subject:** Beachhead Leadership Team Meeting - Conference Line - Participant Code (b)(6)

Conference Line (b)(6)  
Participant Code  
Leader Code: 4 (b)(6) s Lead)

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 12, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 29, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Friendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, April 26, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, March 15, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana;  
Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey,  
Matthew; Simmons, Lee (Dougie)  
**Cc:** Goad, Robert

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Botel, Jason**

---

**Subject:** FW: Beachhead Leadership Team Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, January 30, 2017 11:00 AM  
**End:** Monday, January 30, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 11:00 AM to 12:00 PM effective 1/30/2017 until 6/19/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Botel, Jason  
**Sent:** Wednesday, March 08, 2017 1:40 PM  
**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Venable, Joshua; Toner, Jana; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Manning, James; Friendewey, Matthew; Simmons, Lee (Dougie)  
**Subject:** Beachhead Leadership Team Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/30/2017 until 6/19/2017 from 11:00 AM to 12:00 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

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**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie)

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**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Friendewey, Matthew; Venable, Joshua; Toner, Jana; Ferguson, Gillum; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Goad, Robert

**Subject:** Beachhead Leadership Team Meeting

**When:** Thursday, March 16, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

Sorry for the change - trying to accommodate quarterly performance review meeting

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Cc:** WDCFB6-7C100

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Buchesky, Stanley; Manning, James; Venable, Joshua; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Cc:** WDCFB6-7C100

**Subject:** Beachhead Leadership Team Meeting

**When:** Wednesday, May 10, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Secretary's Conference Room (OS Managed)

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**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Botel, Jason; Goad, Robert; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly  
**Subject:** FW: Beachhead Leadership Team Meeting

-----Original Appointment-----

**From:** Botel, Jason

**Sent:** Wednesday, March 08, 2017 1:40 PM

**To:** Botel, Jason; Ventimiglia, Eric; Buchesky, Stanley; Manning, James; Venable, Joshua; Ferguson, Gillum; Frendewey, Matthew; Toner, Jana; Simmons, Lee (Dougie); Lee, Ebony; Ham, Holly; Goad, Robert

**Subject:** FW: Beachhead Leadership Team Meeting

**When:** Wednesday, May 24, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C100

I get 8 of these every time this meeting is changed/moved. Can we try to figure out why and eliminate the cause?

Thanks.

**From:** Jason Botel < >  
**Date:** Tuesday, March 14, 2017 at 9:52 AM  
**To:** Stanley Buchesky < >, James Manning < >, Venable Joshua < >, Eric Ventimiglia < >, Gillum Ferguson < >  
< >, Matthew Frendewey < >, Jana Toner < >  
< >, Lee Simmons < >, Ebony Lee < >, Holly Ham < >  
**Subject:** Beachhead Leadership Team Meeting

**Subject:** Briefing on Borrower's Defense  
**Location:** Office of the Secretary

**Start:** Thursday, March 16, 2017 2:15 PM  
**End:** Thursday, March 16, 2017 2:45 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** DeVos, Betsy  
**Required Attendees:** Eitel, Robert; Manning, James; Riemer, Jeffrey (Justin); Venable, Joshua; Botel, Jason; Ventimiglia, Eric

Venable, Joshua

---

**Subject:** Meeting with Rob Goad  
**Location:** COS office

**Start:** Monday, March 20, 2017 9:00 AM  
**End:** Monday, March 20, 2017 10:00 AM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert

**Venable, Joshua**

---

**Subject:** Meeting with Rob Goad  
**Location:** COS office

**Start:** Monday, March 20, 2017 9:00 AM  
**End:** Monday, March 20, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert

**Venable, Joshua**

---

**Subject:** Meeting with Rob Goad  
**Location:** COS office

**Start:** Monday, March 20, 2017 9:00 AM  
**End:** Monday, March 20, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert

**Venable, Joshua**

---

**Subject:** Meeting with Rob Goad  
**Location:** COS office  
  
**Start:** Monday, March 20, 2017 9:00 AM  
**End:** Monday, March 20, 2017 10:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert

**Goad, Robert**

---

**Subject:**

**Location:**

(b)(6)

**Start:**

Friday, March 17, 2017 1:00 PM

**End:**

Friday, March 17, 2017 1:30 PM

**Recurrence:**

{none}

**Meeting Status:**

No response required

**Organizer:**

Goad, Robert

**Goad, Robert**

---

**Subject:**

(b)(6)

**Location:**

**Start:**

Friday, March 17, 2017 1:00 PM

**End:**

Friday, March 17, 2017 1:30 PM

**Recurrence:**

{none}

**Meeting Status:**

No response required

**Organizer:**

Goad, Robert

**Goad, Robert**

---

**Subject:** (b)(6)  
**Location:**  
**Start:** Friday, March 17, 2017 12:30 PM  
**End:** Friday, March 17, 2017 1:00 PM  
**Recurrence:** (none)  
**Meeting Status:** No response required  
**Organizer:** Goad, Robert

**Venable, Joshua**

---

**Subject:** 10-Day Look Ahead  
**Location:** Secretary's Conference Room  
  
**Start:** Friday, March 17, 2017 12:00 PM  
**End:** Friday, March 17, 2017 1:00 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua

**Required Attendees:** Delahunty, Sarah; Frendewey, Matthew; Ferguson, Gillum; Bailey, Nathan; Rigas, Laura; Holden, Ronald; Ventimiglia, Eric;  
(b)(7)(F) Goad, Robert

**Venable, Joshua**

---

**Subject:** 10-Day Look Ahead  
**Location:** Secretary's Conference Room  
  
**Start:** Friday, March 17, 2017 12:00 PM  
**End:** Friday, March 17, 2017 1:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Venable, Joshua  
**Required Attendees:** Delahunty, Sarah; Frendewey, Matthew; Ferguson, Gillum;  
Bailey, Nathan; Rigas, Laura; Holden, Ronald; Ventimiglia,  
Eric; (b)(7)(F) Goad, Robert

Josh will be called at 12:00 pm sharp.

**Venable, Joshua**

---

**Subject:** DRT Conference Call - Political

**Start:** Friday, March 17, 2017 2:45 PM

**End:** Friday, March 17, 2017 3:15 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua

**Required Attendees:** Botel, Jason; Bailey, Nathan; Eitel, Robert; Goad, Robert;  
Smith, Kathleen; Manning, James

Dial-in:  
Particip

(b)(6)

Venable, Joshua

---

**Subject:** DRT Conference Call - Political

**Start:** Friday, March 17, 2017 3:15 PM

**End:** Friday, March 17, 2017 3:45 PM

**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua

**Required Attendees:** Botel, Jason; Bailey, Nathan; Eitel, Robert; Goad, Robert; Smith, Kathleen; Manning, James

Venable, Joshua

---

**Subject:** DRT Conference Call - Political

**Start:** Friday, March 17, 2017 3:15 PM  
**End:** Friday, March 17, 2017 3:45 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Botel, Jason; Bailey, Nathan; Eitel, Robert; Goad, Robert; Smith, Kathleen; Manning, James

Sorry all – pushing this back a little bit to accommodate another call. **Please note the updated conference line.**

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DeVos, Betsy

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**Subject:** Meeting with Dr. Leonard Haynes  
**Location:** Office of the Secretary

**Start:** Tuesday, March 21, 2017 4:00 PM  
**End:** Tuesday, March 21, 2017 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** DeVos, Betsy

**Required Attendees:** (b)(7)(F) Calendar; Lee, Ebony; Goad, Robert

Dr. Haynes,

Thank you for your note. We would be happy to arrange a meeting with the Secretary. I've added Sarah Delahunty from our office here to help arrange it.

Thanks,  
Josh

**From:** leonard haynes < >  
**Date:** Thursday, March 16, 2017 at 10:00 AM  
**To:** Venable Joshua < >  
**Cc:** rod paige < >, " " < >, "Smith, Ja'Ron K. EOP/WHO"  
< >  
**Subject:** Request to meet

Recall, we met briefly during the "listening session" held at the White House with the HBCU leadership on 3/27 in OEOB. I was honored to attend the session and participate in the historic signing of the new Executive Order for the White House Initiative on HBCUs (b)(5) y POTUS on 3/28. Former Secretary Paige and now Interim President of Jackson State as well as Dr. Gerard Robinson of AEI have encouraged me to either meet with you and/or the Secretary to share my experiences at ED where I served as Senior Director of

Institutional Service in OPE's Higher Education Programs until my retirement as a member of ED's SES corp in February, 2016. Please advise who should I contact to arrange a time/date to meet. Your consideration of this request is appreciated and I look forward to hearing from you.

DeVos, Betsy

---

**Subject:** Meeting with Dr. Leonard Haynes  
**Location:** Office of the Secretary

**Start:** Tuesday, March 21, 2017 4:00 PM  
**End:** Tuesday, March 21, 2017 4:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DeVos, Betsy

**Required Attendees:** (b)(7)(F) OCalendar; Lee, Ebony; Goad, Robert

Dr. Haynes,

Thank you for your note. We would be happy to arrange a meeting with the Secretary. I've added Sarah Delahunty from our office here to help arrange it.

Thanks,  
Josh

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**Cc:** rod paige < >, " < >, "Smith, Ja'Ron K. EOP/WHO"  
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experiences at ED where I served as Senior Director of Institutional Service in OPE's Higher Education Programs until my retirement as a member of ED's SES corp in February, 2016. Please advise who should I contact to arrange a time/date to meet. Your consideration of this request is appreciated and I look forward to hearing from you.

**DeVos, Betsy**

---

**Subject:** Meeting with Dr. Leonard Haynes  
**Location:** Office of the Secretary

**Start:** Tuesday, March 21, 2017 4:00 PM  
**End:** Tuesday, March 21, 2017 4:30 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** DeVos, Betsy

**Required Attendees:** (b)(7)(F) DCalendar; Lee, Ebony; Goad, Robert

**Goad, Robert**

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**Subject:** Heritage

**Start:** Wednesday, March 22, 2017 12:00 PM  
**End:** Wednesday, March 22, 2017 1:30 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**Goad, Robert**

---

**Subject:** Heritage

**Start:** Wednesday, March 22, 2017 12:00 PM

**End:** Wednesday, March 22, 2017 1:30 PM

**Recurrence:** {none}

**Meeting Status:** No response required

**Organizer:** Goad, Robert

**McKee, Kara L. EOP/WHO**

---

**Subject:** Call with DPC  
**Location:** Updated with dial-in info

**Start:** Monday, March 20, 2017 6:30 PM  
**End:** Monday, March 20, 2017 6:50 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** McKee, Kara L. EOP/WHO  
**Required Attendees:** Venable, Joshua; Goad, Robert; Manning, James; Eitel, Robert; Runcie, James; Hurt, John; Kody.Kinsley@treasury.gov; Chloe.Cabot@treasury.gov; William.Hinkle@treasury.gov; Gray, John W. EOP/OMB; Cassell, Mary I. EOP/OMB; Sydor, Katherine M. EOP/OMB; amalia.c.colbert@irs.gov  
**Optional Attendees:** Jeffrey.King@treasury.gov; Sessa, Matthew; Curtis, Tyler T. EOP/OMB; Allred, Victoria L. EOP/OMB

**Subject:** Call with DPC

**Start:** Monday, March 20, 2017 6:30 PM

**End:** Monday, March 20, 2017 6:50 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** McKee, Kara L. EOP/WHO

**Required Attendees:** Venable, Joshua; Goad, Robert; Manning, James; Eitel, Robert; Runcie, James; Hurt, John; Kody.Kinsley@treasury.gov; Chloe.Cabot@treasury.gov; William.Hinkle@treasury.gov; Gray, John W. EOP/OMB; Cassell, Mary I. EOP/OMB; Sydor, Katherine M. EOP/OMB; amalia.c.colbert@irs.gov

**Optional Attendees:** Jeffrey.King@treasury.gov

**McKee, Kara L. EOP/WHO**

---

**Subject:** Call with DPC

**Location:** Updated with dial-in info

**Start:** Monday, March 20, 2017 6:30 PM

**End:** Monday, March 20, 2017 6:50 PM

**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** McKee, Kara L. EOP/WHO

**Required Attendees:** Venable, Joshua; Goad, Robert; Manning, James; Eitel, Robert; Runcie, James; Hurt, John; Kody.Kinsley@treasury.gov; Chloe.Cabot@treasury.gov; William.Hinkle@treasury.gov; Gray, John W. EOP/OMB; Cassell, Mary I. EOP/OMB; Sydor, Katherine M. EOP/OMB; amalia.c.colbert@irs.gov

**Optional Attendees:** Jeffrey.King@treasury.gov; Sessa, Matthew; Curtis, Tyler T. EOP/OMB; Allred, Victoria L. EOP/OMB

Participant Dial-In

Participant Code:

(b)(6)

**Subject:** Call with DPC

**Start:** Monday, March 20, 2017 6:30 PM  
**End:** Monday, March 20, 2017 6:50 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** McKee, Kara L. EOP/WHO

**Required Attendees:** Venable, Joshua; Goad, Robert; Manning, James; Eitel, Robert; Runcie, James; Hurt, John; Kody.Kinsley@treasury.gov; Chloe.Cabot@treasury.gov; William.Hinkle@treasury.gov; Gray, John W. EOP/OMB; Cassell, Mary I. EOP/OMB; Sydor, Katherine M. EOP/OMB; amalia.c.colbert@irs.gov

**Optional Attendees:** Jeffrey.King@treasury.gov

**Subject:** Call with DPC

**Start:** Monday, March 20, 2017 4:30 PM  
**End:** Monday, March 20, 2017 4:50 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** McKee, Kara L. EOP/WHO

**Required Attendees:** Venable, Joshua; Goad, Robert; Manning, James; Eitel, Robert; Runcie, James; Hurt, John; Kody.Kinsley@treasury.gov; Chloe.Cabot@treasury.gov; William.Hinkle@treasury.gov; Amelia.C.Colbert@irs.gov; Gray, John W. EOP/OMB; Cassell, Mary I. EOP/OMB; Sydor, Katherine M. EOP/OMB

**McKee, Kara L. EOP/WHO**

---

**Subject:** Call with DPC  
**Location:** Updated with dial-in info

**Start:** Monday, March 20, 2017 6:30 PM  
**End:** Monday, March 20, 2017 6:50 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** McKee, Kara L. EOP/WHO  
**Required Attendees:** Venable, Joshua; Goad, Robert; Manning, James; Eitel, Robert; Runcie, James; Hurt, John; Kody.Kinsley@treasury.gov; Chloe.Cabot@treasury.gov; William.Hinkle@treasury.gov; Gray, John W. EOP/OMB; Cassell, Mary I. EOP/OMB; Sydor, Katherine M. EOP/OMB; amalia.c.colbert@irs.gov  
**Optional Attendees:** Jeffrey.King@treasury.gov; Sessa, Matthew; Curtis, Tyler T. EOP/OMB; Allred, Victoria L. EOP/OMB

Participant Dial-In  
Participant Code

(b)(6)

**Venable, Joshua**

---

**Subject:** Discussion regarding Thursday & Friday

**Location:** COS Office

**Start:** Monday, March 20, 2017 2:00 PM

**End:** Monday, March 20, 2017 3:00 PM

**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua

**Required Attendees:** Rigas, Laura; Lee, Ebony; Holden, Ronald; Bailey, Nathan; Goad, Robert

**Venable, Joshua**

---

**Subject:** Discussion regarding Thursday & Friday

**Location:** COS Office

**Start:** Monday, March 20, 2017 2:00 PM

**End:** Monday, March 20, 2017 3:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua

**Required Attendees:** Rigas, Laura; Lee, Ebony; Holden, Ronald; Bailey, Nathan;  
Goad, Robert

Dial-in:  
Particip  
Leader

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**Smith, Ja'Ron K. EOP/WHO**

---

**Subject:** HOLD: Meeting with UNCF  
**Location:** TBD

**Start:** Tuesday, March 28, 2017 3:15 PM  
**End:** Tuesday, March 28, 2017 3:45 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Smith, Ja'Ron K. EOP/WHO  
**Required Attendees:** Goad, Robert

**Smith, Ja'Ron K. EOP/WHO**

---

**Subject:** HOLD: Meeting with UNCF  
**Location:** TBD

**Start:** Tuesday, March 28, 2017 3:15 PM  
**End:** Tuesday, March 28, 2017 3:45 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Smith, Ja'Ron K. EOP/WHO  
**Required Attendees:** Goad, Robert

## Delahunty, Sarah

---

**Subject:** Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Not yet responded

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

To go over Scheduling requests and determine which will be elevated to the Secretary's attention. I will send around the current requests to be considered for everyone's review on Tuesday.

Let me know if you have any questions.

---

**Sent:** Tuesday, June 12, 2018 10:40 AM  
**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

To go over Scheduling requests and determine which will be elevated to the Secretary's attention. I will send around the current requests to be considered for everyone's review on Tuesday.

Let me know if you have any questions.

**Delahunty, Sarah**

---

**Subject:** Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Accepted

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Frendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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Let me know if you have any questions.

---

**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

To go over Scheduling requests and determine which will be elevated to the Secretary's attention. I will send around the current requests to be considered for everyone's review on Tuesday.

Let me know if you have any questions.

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony; Smith, Kathleen; Holden, Ronald

**Please note the time change.**

**Delahunty, Sarah**

---

**Subject:** Canceled: Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Accepted

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura (Laura.Rigas@ed.gov);  
Frendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush,  
Deborah; Goad, Robert; Lee, Ebony; Smith, Kathleen; Holden, Ronald  
**Optional Attendees:** Breeding, Nathaniel; Newman, Jessica; Simmons, Lee (Dougie)

**Importance:** High

---

**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony; Smith, Kathleen; Holden, Ronald

**Please note the time change.**

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**From:**

**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Rigas, Laura; Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura (Laura.Rigas@ed.gov); Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Holden, Ronald; Goad, Robert; Lee, Ebony; Smith, Kathleen

**Cc:** Breeding, Nathaniel; Newman, Jessica; Simmons, Lee (Dougie)

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## **Delahunty, Sarah**

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**Subject:** Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Accepted

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony; Smith, Kathleen; Holden, Ronald

**Please note the time change.**

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**From:**  
**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Rigas, Laura; Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura (Laura.Rigas@ed.gov); Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Holden, Ronald; Goad, Robert; Lee, Ebony; Smith, Kathleen  
**Cc:** Breeding, Nathaniel; Newman, Jessica; Simmons, Lee (Dougie)

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**Delahunty, Sarah**

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**Subject:** Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Accepted

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Frendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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Let me know if you have any questions.

**Delahunty, Sarah**

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**Subject:** Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Accepted

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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**Please note the time change.**

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**From:**

**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Rigas, Laura; Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura (Laura.Rigas@ed.gov); Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Holden, Ronald; Goad, Robert; Lee, Ebony; Smith, Kathleen

**Cc:** Breeding, Nathaniel; Newman, Jessica; Simmons, Lee (Dougie)

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**Delahunty, Sarah**

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**Subject:** Canceled: Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Accepted

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura (Laura.Rigas@ed.gov); Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony; Smith, Kathleen; Holden, Ronald  
**Optional Attendees:** Breeding, Nathaniel; Newman, Jessica; Simmons, Lee (Dougie)

**Importance:** High

To go over Scheduling requests and determine which will be elevated to the Secretary's attention. I will send around the current requests to be considered for everyone's review on Tuesday.

Let me know if you have any questions.

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**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

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**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony; Smith, Kathleen; Holden, Ronald

**Please note the time change.**

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**From:**


**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Rigas, Laura; Delahunty, Sarah; Venable, Joshua; Ventimiglia, Eric; Rigas, Laura (Laura.Rigas@ed.gov); Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Holden, Ronald; Goad, Robert; Lee, Ebony; Smith, Kathleen

**Cc:** Breeding, Nathaniel; Newman, Jessica; Simmons, Lee (Dougie)

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## Delahunty, Sarah

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**Subject:** Scheduling: Political Cut  
**Location:** Secretary's Conference Room

**Start:** Tuesday, March 21, 2017 5:30 PM  
**End:** Tuesday, March 21, 2017 6:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday from 5:30 PM to 6:00 PM

**Meeting Status:** Not yet responded

**Organizer:** Delahunty, Sarah  
**Required Attendees:** Venable, Joshua; Ventimiglia, Eric; Rigas, Laura; Friendewey, Matthew; Bailey, Nathan; Ferguson, Gillum; Cox-Roush, Deborah; Goad, Robert; Lee, Ebony

To go over Scheduling requests and determine which will be elevated to the Secretary's attention. I will send around the current requests to be considered for everyone's review on Tuesday.

Let me know if you have any questions.

**DeVos, Betsy**

---

**Subject:** Meeting with Chiefs for Change Executives  
**Location:** Office of the Secretary

**Start:** Monday, March 27, 2017 3:00 PM  
**End:** Monday, March 27, 2017 3:45 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DeVos, Betsy  
**Required Attendees:** EDCalendar; Lee, Ebony; Goad, Robert; Vizzi, Daniel (USMS)

Michael Magee Jr- CEO, Chiefs for Change

Julia Rafal-Baer- COO, Chiefs for Change

**From:** Lakesha Moore [ ]  
**Sent:** Tuesday, March 21, 2017 8:45 AM  
**To:** Delahunty, Sarah  
**Subject:** Re: Chiefs for Change

Also, if you would like to provide some times from your end, we will see if we can meet somewhere in the middle.

Best,  
Kesha

On Tue, Mar 21, 2017 at 8:43 AM, Lakesha Moore < > wrote:  
Hi Sarah!

Happy to help get this meeting scheduled. Mike has the following available:

**3/21:** 2:15p - 2:45p  
4:30p - 5p

**3/27:** 10a - 12:45p  
2:30p - 3:30p

**3/28:** 9:30a - 12:30p  
4:30p - 5:15p

**4/3:** 10a - 11:15a  
12:15p - 12:45p  
4:30p - 6p

Please let me know if I should look further out.

Best,  
Kesha

----- Forwarded message -----

From: **Mike Magee** < >  
Date: Mon, Mar 20, 2017 at 8:16 PM  
Subject: Re: Chiefs for Change  
To: "Delahunty, Sarah" < >  
Cc: Lakesha Moore < >

Thank you so much Sarah, we really appreciate it.

Copying my assistant Kesha to help schedule.

My best,

Mike

On Mon, Mar 20, 2017 at 8:02 PM, Delahunty, Sarah < > wrote:

**From:** Lindsay Fryer [ ]  
**Sent:** Wednesday, March 15, 2017 11:39 AM  
**To:** Goad, Robert  
**Subject:** Fwd: Chiefs for Change

Sent from my iPhone

Begin forwarded message:

**From:** Vic Klatt < >  
**Date:** March 14, 2017 at 3:43:59 PM EDT  
**To:** " " < >  
**Cc:** Lindsay Fryer < >, D'Arcy Philps  
< >  
**Subject:** Chiefs for Change

Hi Josh -- hope you are doing well. I wanted to follow up on the request below for a meeting with Secretary DeVos with representatives from Chiefs for Change. As we discussed during our lunch a few weeks ago (thanks again for getting together with us), this group is made up of the State and local education Chiefs (like Hanna Skandara from NM and John White from LA, for example) who are best positioned to be supportive of a good chunk of the Administration's education policy proposals. They would love to have the chance to discuss how best to work together at the local, state and Federal levels to advance issues on your shared agendas.

Thanks very much for considering this request, and please let us know if there anything we can do to be helpful in any way. Take care, Vic

**From:** Mike Magee [ ]  
**Sent:** Wednesday, March 8, 2017 11:12 AM  
**To:**  
**Cc:** : Lindsay Fryer < >; Julia Rafal-Baer < >; Margery Yeager < >  
**Subject:** Chiefs for Change Request for Meeting with Secretary

Mr. Simmons,

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1455 Pennsylvania Ave., NW Suite 400-311 Washington, DC 20004

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DeVos, Betsy

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**Start:** Monday, March 27, 2017 3:00 PM  
**End:** Monday, March 27, 2017 3:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DeVos, Betsy  
**Required Attendees:** EDCalendar; Lee, Ebony; Goad, Robert; Vizzi, Daniel (USMS)

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**Sent:** Tuesday, March 21, 2017 8:45 AM  
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**Subject:** Re: Chiefs for Change

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February 9, 2017

Secretary Betsy DeVos  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

Secretary DeVos,

Congratulations on your recent confirmation as Secretary. As a coalition of state and district education Chiefs dedicated to excellence and equity for America's students, we look forward to working with you to strengthen our nation's schools. Our members lead education systems serving 4.3 million students, 288,000 teachers, and 8,200 schools. They are united by the belief that all children have the right to a quality school, and they are designing and implementing plans and policies that set the standard for innovation and boldness in our field. As you make plans for the future of education policy in our country, I encourage you to call on them for guidance.

Our members are hard at work developing plans for implementation of the Every Student Succeeds Act (ESSA) and are hopeful that the Department will retain the current process and schedule for plan submission. It is important that the Department continue to offer clarity for all states and a process that accommodates both fast-moving states and those with longer processes.

We understand that there is Congressional action underway to repeal the accountability regulations associated with ESSA. As with any regulations, there can always be improvements, and we look forward to your Department's efforts in this regard. However, we believe that states must meet the letter and spirit of this civil rights law, and we believe that your leadership as Secretary will be pivotal in ensuring states do this amidst regulatory uncertainty.

Specifically, I offer two areas of the law addressed in the draft regulations that our members believe are of critical importance to the rights of students to a quality school. I urge that you consider the gravity of these issues and the perilous situation that may emerge from ambiguity among the states:

First, while the law requires that states "establish a system of meaningfully differentiating, on an annual basis, all public schools in the State," the regulations outline requirements for summative determinations among at least three clear categories. This is essential for parents to have clear and transparent information on the quality of schools to inform strong choices for their children. Our state members implement different approaches to this but all include clear single summative ratings to provide effective information to stakeholders.

Second, while the law requires states to address schools with overall low performance and low-performing subgroups, the regulations put in place clear timelines for this work as well as specific guidelines for ensuring that school improvement planning is transparent and that parents are informed about the strategies to improve the quality of their child's school. The regulations also require that

districts with these struggling schools identify and address resource inequities to support improved performance. We view this as critical to fostering meaningful and sustained school improvement, and our members at both the state and district levels are committed to addressing these equity issues.

Beyond issues related to the draft regulations, ESSA offers a number of new pathways to improve student learning. We look forward to discussing them with you, but one we would highlight as especially promising is Direct Student Services (DSS), which allows states to set aside 3% of Title I funds on a discretionary basis. We view this new authority as a key way to provide instructional choice to families and allow students to access a wide array of courses and supports that would not otherwise be available to them. We have worked with states to develop an extensive set of resources around this program and look forward to several of our members utilizing this program to expand instructional choices for students including through expanded course access.<sup>1</sup>

We hope that you will provide leadership and a clear path forward on these issues to help advance this important work from the Department, and we are committed to working with you to do so.

Our members will continue to lead by example and develop plans that align with the key tenets of the statute and regulations described above. We encourage your administration to ensure that all states uphold these principles and requirements outlined in the ESSA statute. We look forward to the opportunity to speak with you at greater length and to work together to advance excellent outcomes for all students.

Sincerely,

(b)(6)

Mike Magee  
CEO, Chiefs for Change

<sup>1</sup> Chiefs for Change materials on DSS including model application, are available at:



## CHIEFS FOR CHANGE / SECRETARY DEVOS MEETING

March 27, 2017 | 3:00pm – 3:45pm. | US Department of Education

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AMERICAN  
OVERSIGHT  
Washington, DC 20004

info@chiefstforchange.org

chiefstforchange.org

202.681.7643



CHIEFS

for CHANGE

## **Leveraging Instructional Choice Under the Every Student Succeeds Act: State Leadership on Direct Student Services**

### **Introduction**

School choice has been the most prominent element of the Trump Administration's education platform to date. Education leaders are investing significant energy debating the future of charter schools and vouchers. But there are two issues with focusing our national attention so much on these options: First, this vision of school choice leaves many high-need students, such as those in rural areas, largely untouched. Second, this definition of choice leaves some powerful—but rarely discussed—new tools out of the conversation, including fostering instructional choice, not just school choice.

School choice as part of a comprehensive strategy to support greater equity is undoubtedly important, and there is clear evidence that some charter schools have made enormous contributions, especially for traditionally underserved students.

But across the country, charter schools serve only about 5% of our nation's public school students<sup>1</sup>—and it is highly unlikely that this will more than double in the near future. Even in such an ambitious scenario, this leaves a large number of students who may have few schools to choose from, especially in rural areas where one school often serves the entire community.

### **Beyond *School* Choice**

How then do we create real options for students to have greater instructional choice? The Every Student Succeeds Act (ESSA) includes a provision championed by Chiefs for Change that will address the access gaps that exist in far too many of our highest need schools and provide students and families with meaningful instructional choices to support their learning. The provision – Direct Student Services (DSS) – allows states to set aside 3% of Title I funding and award this to districts with a high number of schools identified for improvement that are committed to offering more meaningful learning opportunities, activities, courses, and services not otherwise available to students.

Consider advanced course access as one such important opportunity. A 2016 [report](#) from the US Department of Education found that nearly 70% of high schools with high black and Latino student enrollment do not offer calculus, more than half do not offer physics, a third do not offer chemistry, and nearly a third do not offer Algebra II, which means that many students do not even have the chance to be prepared for post-secondary options. In addition, Advanced Placement (AP) and other

<sup>1</sup> 2013-2014 Enrollment of Public Elementary and Secondary Schools by School Type. National Center for Education Statistics, Institute of Education Sciences:  
[https://nces.ed.gov/programs/digest/d15/tables/dt15\\_216.20.asp](https://nces.ed.gov/programs/digest/d15/tables/dt15_216.20.asp)

accelerated courses or programs are not accessible to students in many schools. And a report from the Education Trust found that more than half a million low-income students and students of color who would benefit from AP or International Baccalaureate (IB) are not doing so or do not have the opportunity to do so.

DSS can also be used for numerous other instructional choice options such as innovative new personalized learning opportunities for students. These approaches can allow students to have greater agency in developing their own academic pathways and be more engaged and empowered learners.

Through DSS, there is significant flexibility in which strategies educators can pursue to address these and other challenges. Increasing access to advanced coursework, supporting personalized learning, providing high-quality individual tutoring, or offering other services that help foster students' college and career readiness are among the most promising examples, all of which are outlined in the Chiefs for Change report on DSS. Ultimately, however, it is up to state leaders to decide how best to leverage the funding, which would be awarded to districts based on their applications and number of schools with significant underperformance. These strategies can help concentrate resources toward the students most in need and support states in targeting their school improvement funds toward the most promising interventions.

### **From Design to Implementation**

Several state leaders have already taken bold steps forward by indicating their intention to set aside funding for Direct Student Services. As with any new initiative, however, the success of DSS depends on the quality of its design and implementation. Chiefs for Change members met in fall 2016 as part of a workgroup to refine their DSS strategies and create a toolkit to enable DSS to be successful in their own contexts, as well as to encourage other states to better understand and leverage the opportunity. The outcomes of that work are accessible to all.

In partnership with this cohort of states, Chiefs for Change developed a toolkit that states can customize based on their priorities for DSS and overall school improvement strategies. They also developed a list of criteria that address administrative requirements of DSS, the process for how funds are awarded, and outreach and communications to schools and families. As part of this suite of resources, Chiefs for Change also developed a list of questions for states and districts to evaluate, select, and monitor the most qualified service providers that will deliver measurable outcomes. Providers could be the district applying for funds for DSS itself; other districts; community colleges or other higher education institutions; non-public entities; community-based organizations; or in the case of high-quality academic tutoring, a variety of providers that are selected and approved by the state.

Many states have already released frameworks and drafts of their ESSA plans, and the interest in DSS outlined in these is encouraging. To date, the DSS model application has been downloaded

nearly 300 times by users across 23 states. If all states participate, approximately **\$425 million** in DSS funds would be available for innovative programs each year, based on current appropriations levels. State-specific funding ranges from approximately \$1 million to \$54 million based on state Title I allocations (this shows the estimated amount per state). By seeking the best ways to design and implement DSS, states are demonstrating their commitment to empowering families by offering a variety of instructional choice options. DSS provides an opportunity to broaden the conversation on choice and integrate it as part of a larger strategy on how DSS funds and programs could complement other education reform efforts across states and throughout the nation.

### About Chiefs for Change

Chiefs for Change is a coalition of state education Chiefs and district superintendents dedicated to excellence and equity for all students. Learn more on our website: [chiefsforchange.org](http://chiefsforchange.org).

For questions about the content of this brief, contact Margie Yeager at [myeager@chiefsforchange.org](mailto:myeager@chiefsforchange.org).



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Specifically, I offer two areas of the law addressed in the draft regulations that our members believe are of critical importance to the rights of students to a quality school. I urge that you consider the gravity of these issues and the perilous situation that may emerge from ambiguity among the states:

First, while the law requires that states "establish a system of meaningfully differentiating, on an annual basis, all public schools in the State," the regulations outline requirements for summative determinations among at least three clear categories. This is essential for parents to have clear and transparent information on the quality of schools to inform strong choices for their children. Our state members implement different approaches to this but all include clear single summative ratings to provide effective information to stakeholders.

Second, while the law requires states to address schools with overall low performance and low-performing subgroups, the regulations put in place clear timelines for this work as well as specific guidelines for ensuring that school improvement planning is transparent and that parents are informed about the strategies to improve the quality of their child's school. The regulations also require that

districts with these struggling schools identify and address resource inequities to support improved performance. We view this as critical to fostering meaningful and sustained school improvement, and our members at both the state and district levels are committed to addressing these equity issues.

Beyond issues related to the draft regulations, ESSA offers a number of new pathways to improve student learning. We look forward to discussing them with you, but one we would highlight as especially promising is Direct Student Services (DSS), which allows states to set aside 3% of Title I funds on a discretionary basis. We view this new authority as a key way to provide instructional choice to families and allow students to access a wide array of courses and supports that would not otherwise be available to them. We have worked with states to develop an extensive set of resources around this program and look forward to several of our members utilizing this program to expand instructional choices for students including through expanded course access.<sup>1</sup>

We hope that you will provide leadership and a clear path forward on these issues to help advance this important work from the Department, and we are committed to working with you to do so.

Our members will continue to lead by example and develop plans that align with the key tenets of the statute and regulations described above. We encourage your administration to ensure that all states uphold these principles and requirements outlined in the ESSA statute. We look forward to the opportunity to speak with you at greater length and to work together to advance excellent outcomes for all students.

Sincerely,

(b)(6)

Mike Magee  
CEO, Chiefs for Change

<sup>1</sup> Chiefs for Change materials on DSS including model application, are available at:



## CHIEFS FOR CHANGE / SECRETARY DEVOS MEETING

March 27, 2017 | 3:00pm – 3:45pm. | US Department of Education

### Materials:

1. DSS Brief
2. Our Letter to Secretary DeVos

### Agenda:

- |                 |   |
|-----------------|---|
| 3:00pm - 3:15pm | Introduction to Chiefs for Change and the bold, innovative work of our coalition of State and District Chiefs |
| 3:15pm - 3:30pm | Potential opportunities for collaboration on Choice, CTE, ESSA Implementation, and Teacher Leadership         |
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1455 Pennsylvania Ave, NW

Suite 400-311

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OVERSIGHT  
Washington, DC 20004

info@chiefstforchange.org

chiefstforchange.org

202.681.7643



# CHIEFS for CHANGE

## **Leveraging Instructional Choice Under the Every Student Succeeds Act: State Leadership on Direct Student Services**

### **Introduction**

School choice has been the most prominent element of the Trump Administration's education platform to date. Education leaders are investing significant energy debating the future of charter schools and vouchers. But there are two issues with focusing our national attention so much on these options: First, this vision of school choice leaves many high-need students, such as those in rural areas, largely untouched. Second, this definition of choice leaves some powerful—but rarely discussed—new tools out of the conversation, including fostering instructional choice, not just school choice.

School choice as part of a comprehensive strategy to support greater equity is undoubtedly important, and there is clear evidence that some charter schools have made enormous contributions, especially for traditionally underserved students.

But across the country, charter schools serve only about 5% of our nation's public school students<sup>1</sup>—and it is highly unlikely that this will more than double in the near future. Even in such an ambitious scenario, this leaves a large number of students who may have few schools to choose from, especially in rural areas where one school often serves the entire community.

### **Beyond *School* Choice**

How then do we create real options for students to have greater instructional choice? The Every Student Succeeds Act (ESSA) includes a provision championed by Chiefs for Change that will address the access gaps that exist in far too many of our highest need schools and provide students and families with meaningful instructional choices to support their learning. The provision – Direct Student Services (DSS) – allows states to set aside 3% of Title I funding and award this to districts with a high number of schools identified for improvement that are committed to offering more meaningful learning opportunities, activities, courses, and services not otherwise available to students.

Consider advanced course access as one such important opportunity. A 2016 [report](#) from the US Department of Education found that nearly 70% of high schools with high black and Latino student enrollment do not offer calculus, more than half do not offer physics, a third do not offer chemistry, and nearly a third do not offer Algebra II, which means that many students do not even have the chance to be prepared for post-secondary options. In addition, Advanced Placement (AP) and other

<sup>1</sup> 2013-2014 Enrollment of Public Elementary and Secondary Schools by School Type. National Center for Education Statistics, Institute of Education Sciences:  
[https://nces.ed.gov/programs/digest/d15/tables/dt15\\_216.20.asp](https://nces.ed.gov/programs/digest/d15/tables/dt15_216.20.asp)

accelerated courses or programs are not accessible to students in many schools. And a report from the Education Trust found that more than half a million low-income students and students of color who would benefit from AP or International Baccalaureate (IB) are not doing so or do not have the opportunity to do so.

DSS can also be used for numerous other instructional choice options such as innovative new personalized learning opportunities for students. These approaches can allow students to have greater agency in developing their own academic pathways and be more engaged and empowered learners.

Through DSS, there is significant flexibility in which strategies educators can pursue to address these and other challenges. Increasing access to advanced coursework, supporting personalized learning, providing high-quality individual tutoring, or offering other services that help foster students' college and career readiness are among the most promising examples, all of which are outlined in the Chiefs for Change report on DSS. Ultimately, however, it is up to state leaders to decide how best to leverage the funding, which would be awarded to districts based on their applications and number of schools with significant underperformance. These strategies can help concentrate resources toward the students most in need and support states in targeting their school improvement funds toward the most promising interventions.

### **From Design to Implementation**

Several state leaders have already taken bold steps forward by indicating their intention to set aside funding for Direct Student Services. As with any new initiative, however, the success of DSS depends on the quality of its design and implementation. Chiefs for Change members met in fall 2016 as part of a workgroup to refine their DSS strategies and create a toolkit to enable DSS to be successful in their own contexts, as well as to encourage other states to better understand and leverage the opportunity. The outcomes of that work are accessible to all.

In partnership with this cohort of states, Chiefs for Change developed a toolkit that states can customize based on their priorities for DSS and overall school improvement strategies. They also developed a list of criteria that address administrative requirements of DSS, the process for how funds are awarded, and outreach and communications to schools and families. As part of this suite of resources, Chiefs for Change also developed a list of questions for states and districts to evaluate, select, and monitor the most qualified service providers that will deliver measurable outcomes. Providers could be the district applying for funds for DSS itself; other districts; community colleges or other higher education institutions; non-public entities; community-based organizations; or in the case of high-quality academic tutoring, a variety of providers that are selected and approved by the state.

Many states have already released frameworks and drafts of their ESSA plans, and the interest in DSS outlined in these is encouraging. To date, the DSS model application has been downloaded

nearly 300 times by users across 23 states. If all states participate, approximately **\$425 million** in DSS funds would be available for innovative programs each year, based on current appropriations levels. State-specific funding ranges from approximately \$1 million to \$54 million based on state Title I allocations (this [table](#) shows the estimated amount per state). By seeking the best ways to design and implement DSS, states are demonstrating their commitment to empowering families by offering a variety of instructional choice options. DSS provides an opportunity to broaden the conversation on choice and integrate it as part of a larger strategy on how DSS funds and programs could complement other education reform efforts across states and throughout the nation.

### About Chiefs for Change

Chiefs for Change is a coalition of state education Chiefs and district superintendents dedicated to excellence and equity for all students. Learn more on our website: [chiefsforchange.org](http://chiefsforchange.org).

For questions about the content of this brief, contact Margie Yeager at [myeager@chiefsforchange.org](mailto:myeager@chiefsforchange.org).



**Subject:** Meeting with Chiefs for Change Executives  
**Location:** Office of the Secretary

**Start:** Monday, March 27, 2017 1:30 PM  
**End:** Monday, March 27, 2017 2:15 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** DeVos, Betsy  
**Required Attendees:** EDCalendar; Lee, Ebony; Goad, Robert; Vizzi, Daniel (USMS)

**Attachments:** CFC Letter to Secretary DeVos.pdf; DSS Policy Brief.pdf;  
CFC\_SecretaryDeVos\_Agenda.pdf

Attendance: Mike Magee & Julia Rafal-Baer

## **CHIEFS FOR CHANGE / SECRETARY DEVOS MEETING**

**March 27, 2017 | 1:30 – 2:15 p.m. | US Department of Education**

### **Materials:**



1. DSS Brief
2. Our Letter to Secretary DeVos

### **Agenda:**

1:30pm – Introduction to Chiefs for Change and the  
1:45pm bold, innovative work of our coalition of  
State and District Chiefs

1:45pm – Potential opportunities for collaboration on  
2:00pm Choice, CTE, ESSA Implementation, and  
Teacher Leadership

2:00pm- 2:15pm Questions and Discussion

DSS Policy Brief.pdf  

**From:** Lakesha Moore [ ]  
**Sent:** Tuesday, March 21, 2017 8:45 AM  
**To:** Delahunty, Sarah  
**Subject:** Re: Chiefs for Change

Also, if you would like to provide some times from your end, we will see if we can meet somewhere in the middle.

Best,  
Kesha

On Tue, Mar 21, 2017 at 8:43 AM, Lakesha Moore < > wrote:  
Hi Sarah!

Happy to help get this meeting scheduled. Mike has the following available:

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4:30p - 5p

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Please let me know if I should look further out.

Best,  
Kesha

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**Date:** Mon, Mar 20, 2017 at 8:16 PM  
**Subject:** Re: Chiefs for Change  
**To:** "Delahunty, Sarah" < >  
**Cc:** Lakesha Moore < >

Thank you so much Sarah, we really appreciate it.

Copying my assistant Kesha to help schedule.

My best,

Mike

On Mon, Mar 20, 2017 at 8:02 PM, Delahunty, Sarah <

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**From:** Lindsay Fryer [ ]  
**Sent:** Wednesday, March 15, 2017 11:39 AM  
**To:** Goad, Robert  
**Subject:** Fwd: Chiefs for Change

Sent from my iPhone

Begin forwarded message:

**From:** Vic Klatt < >  
**Date:** March 14, 2017 at 3:43:59 PM EDT  
**To:** " " < >  
**Cc:** Lindsay Fryer < >, D'Arcy Philps < >  
**Subject:** Chiefs for Change

Hi Josh -- hope you are doing well. I wanted to follow up on the request below for a meeting with Secretary DeVos with representatives from Chiefs for Change. As we discussed during our lunch a few weeks ago (thanks again for getting together with us), this group is made up of the State and local education Chiefs (like Hanna Skandara from NM and John White from LA, for example) who are best positioned to be supportive of a good chunk of the Administration's education policy proposals. They would love to have the chance to discuss how best to work together at the local, state and Federal levels to advance issues on your shared agendas.

Thanks very much for considering this request, and please let us know if there anything we can do to be helpful in any way. Take care, Vic

**From:** Mike Magee [ ]  
**Sent:** Wednesday, March 8, 2017 11:12 AM  
**To:**  
**Cc:** ; Lindsay Fryer < >; Julia Rafal-Baer < >; Margery Yeager < >  
**Subject:** Chiefs for Change Request for Meeting with Secretary

Mr. Simmons,

I am writing to request a meeting with Secretary DeVos on behalf of Chiefs for Change. As you may be aware, Chiefs for Change is a coalition of state and district education Chiefs dedicated to excellence and equity for America's students. Our members lead education systems serving 4.3 million students, 288,000 teachers, and 8,200 schools.

We look forward to the chance to work with Secretary DeVos on many key issues including expanding instructional choice, supporting great teachers and leaders, and ensuring all students have strong educational foundations for college and career.

We would like to meet with the Secretary at her earliest convenience and would welcome the opportunity to include 1-2 of our bold member Chiefs in this conversation to share their perspectives and compelling work in support of students.

Best,

Mike Magee



1455 Pennsylvania Ave., NW Suite 400-311 Washington, DC 20004

--

February 9, 2017

Secretary Betsy DeVos  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

Secretary DeVos,

Congratulations on your recent confirmation as Secretary. As a coalition of state and district education Chiefs dedicated to excellence and equity for America's students, we look forward to working with you to strengthen our nation's schools. Our members lead education systems serving 4.3 million students, 288,000 teachers, and 8,200 schools. They are united by the belief that all children have the right to a quality school, and they are designing and implementing plans and policies that set the standard for innovation and boldness in our field. As you make plans for the future of education policy in our country, I encourage you to call on them for guidance.

Our members are hard at work developing plans for implementation of the Every Student Succeeds Act (ESSA) and are hopeful that the Department will retain the current process and schedule for plan submission. It is important that the Department continue to offer clarity for all states and a process that accommodates both fast-moving states and those with longer processes.

We understand that there is Congressional action underway to repeal the accountability regulations associated with ESSA. As with any regulations, there can always be improvements, and we look forward to your Department's efforts in this regard. However, we believe that states must meet the letter and spirit of this civil rights law, and we believe that your leadership as Secretary will be pivotal in ensuring states do this amidst regulatory uncertainty.

Specifically, I offer two areas of the law addressed in the draft regulations that our members believe are of critical importance to the rights of students to a quality school. I urge that you consider the gravity of these issues and the perilous situation that may emerge from ambiguity among the states:

First, while the law requires that states "establish a system of meaningfully differentiating, on an annual basis, all public schools in the State," the regulations outline requirements for summative determinations among at least three clear categories. This is essential for parents to have clear and transparent information on the quality of schools to inform strong choices for their children. Our state members implement different approaches to this but all include clear single summative ratings to provide effective information to stakeholders.

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districts with these struggling schools identify and address resource inequities to support improved performance. We view this as critical to fostering meaningful and sustained school improvement, and our members at both the state and district levels are committed to addressing these equity issues.

Beyond issues related to the draft regulations, ESSA offers a number of new pathways to improve student learning. We look forward to discussing them with you, but one we would highlight as especially promising is Direct Student Services (DSS), which allows states to set aside 3% of Title I funds on a discretionary basis. We view this new authority as a key way to provide instructional choice to families and allow students to access a wide array of courses and supports that would not otherwise be available to them. We have worked with states to develop an extensive set of resources around this program and look forward to several of our members utilizing this program to expand instructional choices for students including through expanded course access.<sup>1</sup>

We hope that you will provide leadership and a clear path forward on these issues to help advance this important work from the Department, and we are committed to working with you to do so.

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Sincerely,

(b)(6)

Mike Magee  
CEO, Chiefs for Change

<sup>1</sup> Chiefs for Change materials on DSS including model application, are available at:



# CHIEFS FOR CHANGE / SECRETARY DEVOS MEETING

March 27, 2017 | 3:00pm – 3:45pm. | US Department of Education

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CHIEFS

for CHANGE

## **Leveraging Instructional Choice Under the Every Student Succeeds Act: State Leadership on Direct Student Services**

### **Introduction**

School choice has been the most prominent element of the Trump Administration's education platform to date. Education leaders are investing significant energy debating the future of charter schools and vouchers. But there are two issues with focusing our national attention so much on these options: First, this vision of school choice leaves many high-need students, such as those in rural areas, largely untouched. Second, this definition of choice leaves some powerful—but rarely discussed—new tools out of the conversation, including fostering instructional choice, not just school choice.

School choice as part of a comprehensive strategy to support greater equity is undoubtedly important, and there is clear evidence that some charter schools have made enormous contributions, especially for traditionally underserved students.

But across the country, charter schools serve only about 5% of our nation's public school students<sup>1</sup>—and it is highly unlikely that this will more than double in the near future. Even in such an ambitious scenario, this leaves a large number of students who may have few schools to choose from, especially in rural areas where one school often serves the entire community.

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DSS can also be used for numerous other instructional choice options such as innovative new personalized learning opportunities for students. These approaches can allow students to have greater agency in developing their own academic pathways and be more engaged and empowered learners.

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For questions about the content of this brief, contact Margie Yeager at [myeager@chiefsforchange.org](mailto:myeager@chiefsforchange.org).



## DeVos, Betsy

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**Subject:** Meeting with Chiefs for Change Executives  
**Location:** Office of the Secretary

**Start:** Monday, March 27, 2017 1:30 PM  
**End:** Monday, March 27, 2017 2:15 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** DeVos, Betsy  
**Required Attendees:** EDCalendar; Lee, Ebony; Goad, Robert; Vizzi, Daniel (USMS)

**Attachments:** CFC Letter to Secretary DeVos.pdf; DSS Policy Brief.pdf; CFC\_SecretaryDeVos\_Agenda.pdf

Attendance: Mike Magee & Julia Rafal-Baer

### CHIEFS FOR CHANGE / SECRETARY DEVOS MEETING

March 27, 2017 | 1:30 – 2:15 p.m. | US Department of Education

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2:00pm- Questions and Discussion  
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**From:** Lakesha Moore [ ]  
**Sent:** Tuesday, March 21, 2017 8:45 AM  
**To:** Delahunty, Sarah  
**Subject:** Re: Chiefs for Change

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Best,  
Kesha

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Kesha

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From: **Mike Magee** < >  
Date: Mon, Mar 20, 2017 at 8:16 PM  
Subject: Re: Chiefs for Change  
To: "Delahunty, Sarah" < >  
Cc: Lakesha Moore < >

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Mike

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**To:** " " < >  
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< >  
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Best,

Mike Magee

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1455 Pennsylvania Ave., NW Suite 400-311 Washington, DC 20004

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February 9, 2017

Secretary Betsy DeVos  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202

Secretary DeVos,

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First, while the law requires that states "establish a system of meaningfully differentiating, on an annual basis, all public schools in the State," the regulations outline requirements for summative determinations among at least three clear categories. This is essential for parents to have clear and transparent information on the quality of schools to inform strong choices for their children. Our state members implement different approaches to this but all include clear single summative ratings to provide effective information to stakeholders.

Second, while the law requires states to address schools with overall low performance and low-performing subgroups, the regulations put in place clear timelines for this work as well as specific guidelines for ensuring that school improvement planning is transparent and that parents are informed about the strategies to improve the quality of their child's school. The regulations also require that

districts with these struggling schools identify and address resource inequities to support improved performance. We view this as critical to fostering meaningful and sustained school improvement, and our members at both the state and district levels are committed to addressing these equity issues.

Beyond issues related to the draft regulations, ESSA offers a number of new pathways to improve student learning. We look forward to discussing them with you, but one we would highlight as especially promising is Direct Student Services (DSS), which allows states to set aside 3% of Title I funds on a discretionary basis. We view this new authority as a key way to provide instructional choice to families and allow students to access a wide array of courses and supports that would not otherwise be available to them. We have worked with states to develop an extensive set of resources around this program and look forward to several of our members utilizing this program to expand instructional choices for students including through expanded course access.<sup>1</sup>

We hope that you will provide leadership and a clear path forward on these issues to help advance this important work from the Department, and we are committed to working with you to do so.

Our members will continue to lead by example and develop plans that align with the key tenets of the statute and regulations described above. We encourage your administration to ensure that all states uphold these principles and requirements outlined in the ESSA statute. We look forward to the opportunity to speak with you at greater length and to work together to advance excellent outcomes for all students.

Sincerely,

(b)(6)

Mike Magee  
CEO, Chiefs for Change

<sup>1</sup> Chiefs for Change materials on DSS including model application, are available at:



## CHIEFS FOR CHANGE / SECRETARY DEVOS MEETING

March 27, 2017 | 3:00pm – 3:45pm. | US Department of Education

### Materials:

1. DSS Brief
2. Our Letter to Secretary DeVos

### Agenda:

- |                 |   |
|-----------------|---|
| 3:00pm - 3:15pm | Introduction to Chiefs for Change and the bold, innovative work of our coalition of State and District Chiefs |
| 3:15pm - 3:30pm | Potential opportunities for collaboration on Choice, CTE, ESSA Implementation, and Teacher Leadership         |
| 3:30pm- 3:45pm  | Questions and Discussion  |

1455 Pennsylvania Ave, NW

Suite 400-311

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Washington, DC 20004

info@chiefstforchange.org

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202.681.7643



# CHIEFS for CHANGE

## **Leveraging Instructional Choice Under the Every Student Succeeds Act: State Leadership on Direct Student Services**

### **Introduction**

School choice has been the most prominent element of the Trump Administration's education platform to date. Education leaders are investing significant energy debating the future of charter schools and vouchers. But there are two issues with focusing our national attention so much on these options: First, this vision of school choice leaves many high-need students, such as those in rural areas, largely untouched. Second, this definition of choice leaves some powerful—but rarely discussed—new tools out of the conversation, including fostering instructional choice, not just school choice.

School choice as part of a comprehensive strategy to support greater equity is undoubtedly important, and there is clear evidence that some charter schools have made enormous contributions, especially for traditionally underserved students.

But across the country, charter schools serve only about 5% of our nation's public school students<sup>1</sup>—and it is highly unlikely that this will more than double in the near future. Even in such an ambitious scenario, this leaves a large number of students who may have few schools to choose from, especially in rural areas where one school often serves the entire community.

### **Beyond *School* Choice**

How then do we create real options for students to have greater instructional choice? The Every Student Succeeds Act (ESSA) includes a provision championed by Chiefs for Change that will address the access gaps that exist in far too many of our highest need schools and provide students and families with meaningful instructional choices to support their learning. The provision – Direct Student Services (DSS) – allows states to set aside 3% of Title I funding and award this to districts with a high number of schools identified for improvement that are committed to offering more meaningful learning opportunities, activities, courses, and services not otherwise available to students.

Consider advanced course access as one such important opportunity. A 2016 [report](#) from the US Department of Education found that nearly 70% of high schools with high black and Latino student enrollment do not offer calculus, more than half do not offer physics, a third do not offer chemistry, and nearly a third do not offer Algebra II, which means that many students do not even have the chance to be prepared for post-secondary options. In addition, Advanced Placement (AP) and other

<sup>1</sup> 2013-2014 Enrollment of Public Elementary and Secondary Schools by School Type. National Center for Education Statistics, Institute of Education Sciences:  
[https://nces.ed.gov/programs/digest/d15/tables/dt15\\_216.20.asp](https://nces.ed.gov/programs/digest/d15/tables/dt15_216.20.asp)

accelerated courses or programs are not accessible to students in many schools. And a report from the Education Trust found that more than half a million low-income students and students of color who would benefit from AP or International Baccalaureate (IB) are not doing so or do not have the opportunity to do so.

DSS can also be used for numerous other instructional choice options such as innovative new personalized learning opportunities for students. These approaches can allow students to have greater agency in developing their own academic pathways and be more engaged and empowered learners.

Through DSS, there is significant flexibility in which strategies educators can pursue to address these and other challenges. Increasing access to advanced coursework, supporting personalized learning, providing high-quality individual tutoring, or offering other services that help foster students' college and career readiness are among the most promising examples, all of which are outlined in the Chiefs for Change report on DSS. Ultimately, however, it is up to state leaders to decide how best to leverage the funding, which would be awarded to districts based on their applications and number of schools with significant underperformance. These strategies can help concentrate resources toward the students most in need and support states in targeting their school improvement funds toward the most promising interventions.

### **From Design to Implementation**

Several state leaders have already taken bold steps forward by indicating their intention to set aside funding for Direct Student Services. As with any new initiative, however, the success of DSS depends on the quality of its design and implementation. Chiefs for Change members met in fall 2016 as part of a workgroup to refine their DSS strategies and create a toolkit to enable DSS to be successful in their own contexts, as well as to encourage other states to better understand and leverage the opportunity. The outcomes of that work are accessible to all.

In partnership with this cohort of states, Chiefs for Change developed a toolkit that states can customize based on their priorities for DSS and overall school improvement strategies. They also developed a list of criteria that address administrative requirements of DSS, the process for how funds are awarded, and outreach and communications to schools and families. As part of this suite of resources, Chiefs for Change also developed a list of questions for states and districts to evaluate, select, and monitor the most qualified service providers that will deliver measurable outcomes. Providers could be the district applying for funds for DSS itself; other districts; community colleges or other higher education institutions; non-public entities; community-based organizations; or in the case of high-quality academic tutoring, a variety of providers that are selected and approved by the state.

Many states have already released frameworks and drafts of their ESSA plans, and the interest in DSS outlined in these is encouraging. To date, the DSS model application has been downloaded

nearly 300 times by users across 23 states. If all states participate, approximately **\$425 million** in DSS funds would be available for innovative programs each year, based on current appropriations levels. State-specific funding ranges from approximately \$1 million to \$54 million based on state Title I allocations (this [table](#) shows the estimated amount per state). By seeking the best ways to design and implement DSS, states are demonstrating their commitment to empowering families by offering a variety of instructional choice options. DSS provides an opportunity to broaden the conversation on choice and integrate it as part of a larger strategy on how DSS funds and programs could complement other education reform efforts across states and throughout the nation.

### About Chiefs for Change

Chiefs for Change is a coalition of state education Chiefs and district superintendents dedicated to excellence and equity for all students. Learn more on our website: [chiefsforchange.org](http://chiefsforchange.org).

For questions about the content of this brief, contact Margie Yeager at [myeager@chiefsforchange.org](mailto:myeager@chiefsforchange.org).



**Venable, Joshua**

---

**Subject:** Commencements Discussion  
**Location:** Secretary's Conference Room (OS Managed)  
  
**Start:** Monday, March 27, 2017 4:00 PM  
**End:** Monday, March 27, 2017 4:45 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Venable, Joshua  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Friendewey, Matthew; Delahunty, Sarah; Rigas, Laura; Goad, Robert; Ventimiglia, Eric

**Venable, Joshua**

---

**Subject:** Commencements Discussion  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Monday, March 27, 2017 4:00 PM  
**End:** Monday, March 27, 2017 4:45 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Friendewey, Matthew; Delahunty, Sarah; Rigas, Laura; Goad, Robert; Ventimiglia, Eric

**Brickman, Michael**

---

**Subject:** Michael and Rob Meet  
**Location:** TBD

**Start:** Monday, March 27, 2017 5:30 PM  
**End:** Monday, March 27, 2017 6:30 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Brickman, Michael  
**Required Attendees:** Goad, Robert

Let me know if 3:30 works for you

**Brickman, Michael**

---

**Subject:** Michael and Rob Meet  
**Location:** TBD  
  
**Start:** Friday, March 24, 2017 3:30 PM  
**End:** Friday, March 24, 2017 4:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Brickman, Michael  
**Required Attendees:** Goad, Robert

Let me know if 3:30 works for you

**Brickman, Michael**

---

**Subject:** Michael and Rob Meet  
**Location:** TBD  
  
**Start:** Tuesday, March 28, 2017 6:00 PM  
**End:** Tuesday, March 28, 2017 7:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Brickman, Michael  
**Required Attendees:** Goad, Robert

**Brickman, Michael**

---

**Subject:** Michael and Rob Meet  
**Location:** TBD

**Start:** Tuesday, March 28, 2017 6:00 PM  
**End:** Tuesday, March 28, 2017 7:00 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Brickman, Michael  
**Required Attendees:** Goad, Robert

Eitel, Robert

---

**Subject:** Higher Education Act & Workforce Regulations Presentation  
\*ADDING CONFERENCE ROOM\*

**Location:** WDCFB6-7C100

**Start:** Wednesday, March 29, 2017 3:30 PM  
**End:** Wednesday, March 29, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Eitel, Robert  
**Required Attendees:** Kossack, Andrew; Riemer, Jeffrey (Justin); Manning, James;  
Botel, Jason; Lee, Ebony; Buchesky, Stanley; Ferguson,  
Gillum; Frendewey, Matthew  
**Optional Attendees:** Smith, Kathleen; Goad, Robert; WDCFB6-7C100

Colleagues:

Jason and Jim have allowed me to invite Diane Auer Jones, a former Assistant Secretary of Education for Postsecondary Education (2007-08), to present to our policy, legal, and communications team at the Department. Diane is presently a researcher and writer at the Urban Institute. Her presentation will comprise two parts – (1) a history of the HEA and its role in financing vocational, career, and technical education and (2) the gainful employment regulations (their elements and possible suggestions for revision), followed by questions and answers. I will not participate in the second portion of the discussion regarding GE. Diane is a great speaker and presenter and highly knowledgeable about higher education and its attendant regulations.

If you are looking for an interesting primer or even a refresher on these issues, this would fit the bill.

Please feel free to forward this invitation to other appropriate political appointees who might have an interest.

Thanks,  
Bob

Eitel, Robert

---

**Subject:** FW: Higher Education Act & Workforce Regulations Presentation  
**Location:** TBD  
**Start:** Wednesday, March 29, 2017 3:30 PM  
**End:** Wednesday, March 29, 2017 5:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Eitel, Robert  
**Required Attendees:** Smith, Kathleen; Goad, Robert; Kossack, Andrew; Riemer, Jeffrey (Justin); Manning, James; Botel, Jason; Lee, Ebony; Buchesky, Stanley; Ferguson, Gillum; Friendewey, Matthew

-----Original Appointment-----

**From:** Eitel, Robert

**Sent:** Monday, March 13, 2017 3:28 PM

**To:** Eitel, Robert; Kossack, Andrew; Riemer, Jeffrey (Justin); Manning, James; Botel, Jason; Lee, Ebony; Buchesky, Stanley; Ferguson, Gillum; Friendewey, Matthew

**Subject:** Higher Education Act & Workforce Regulations Presentation

**When:** Wednesday, March 29, 2017 3:30 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** TBD

Colleagues:

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**Location:** TBD  
**Start:** Wednesday, March 29, 2017 3:30 PM  
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**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Eitel, Robert  
**Required Attendees:** Kossack, Andrew; Rierner, Jeffrey (Justin); Manning, James; Botel, Jason; Lee, Ebony; Buchesky, Stanley; Ferguson, Gillum; Frendewey, Matthew  
**Optional Attendees:** Smith, Kathleen; Goad, Robert

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Eitel, Robert

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**Subject:** Higher Education Act & Workforce Regulations Presentation  
\*ADDING CONFERENCE ROOM\*

**Location:** WDCFB6-7C100

**Start:** Wednesday, March 29, 2017 3:30 PM  
**End:** Wednesday, March 29, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Eitel, Robert  
**Required Attendees:** Kossack, Andrew; Riemer, Jeffrey (Justin); Manning, James;  
Botel, Jason; Lee, Ebony; Buchesky, Stanley; Ferguson,  
Gillum; Frendewey, Matthew  
**Optional Attendees:** Smith, Kathleen; Goad, Robert

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Eitel, Robert

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**Subject:** Higher Education Act & Workforce Regulations Presentation \*ADDING  
CONFERENCE ROOM\*

**Location:** WDCFB6-7C100

**Start:** Wednesday, March 29, 2017 3:30 PM

**End:** Wednesday, March 29, 2017 5:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Eitel, Robert

**Required Attendees:** Kossack, Andrew; Riemer, Jeffrey (Justin); Manning, James; Botel,  
Jason; Lee, Ebony; Buchesky, Stanley; Ferguson, Gillum; Frendewey,  
Matthew

**Optional Attendees:** Smith, Kathleen; Goad, Robert

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**Organizer:** Eitel, Robert  
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Gillum; Frendewey, Matthew  
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Bob

**Eitel, Robert**

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**Subject:** Higher Education Act & Workforce Regulations Presentation \*ADDING  
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**Location:** WDCFB6-7C100

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**End:** Wednesday, March 29, 2017 5:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Eitel, Robert

**Required Attendees:** Kossack, Andrew; Riemer, Jeffrey (Justin); Manning, James; Botel,  
Jason; Lee, Ebony; Buchesky, Stanley; Ferguson, Gillum; Friendewey,  
Matthew

**Optional Attendees:** Smith, Kathleen; Goad, Robert

**Venable, Joshua**

---

**Subject:** Meeting with Rob Goad  
**Location:** COS Office

**Start:** Wednesday, March 22, 2017 2:45 PM  
**End:** Wednesday, March 22, 2017 3:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert

Venable, Joshua

---

**Subject:** Meeting with Rob Goad  
**Location:** COS Office

**Start:** Wednesday, March 22, 2017 2:45 PM  
**End:** Wednesday, March 22, 2017 3:00 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua  
**Required Attendees:** Goad, Robert

Smith, Kathleen

---

**Subject:** FW: CONFIRMED  
**Location:** WDCFB6-7C101

(b)(5)

**Start:** Wednesday, March 22, 2017 1:00 PM  
**End:** Wednesday, March 22, 2017 2:00 PM  
**Show Time As:** Tentative

**Recurrence:** {none}

**Meeting Status:** Not yet responded

**Organizer:** Smith, Kathleen

**Required Attendees:** Bailey, Nathan; Eitel, Robert; Manning, James; Petersen, Molly; Runcie, James; Holland, Linda

**Optional Attendees:** Goad, Robert

Smith, Kathleen

---

**Subject:** FW: CONFIRMED - (b)(5)  
(b)(5)

**Location:** WDCFB6-7C101

**Start:** Wednesday, March 22, 2017 1:00 PM  
**End:** Wednesday, March 22, 2017 2:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Smith, Kathleen  
**Required Attendees:** Goad, Robert; Bailey, Nathan; Eitel, Robert; Manning, James; Petersen, Molly; Runcie, James; Holland, Linda

-----Original Appointment-----

**From:** Smith, Kathleen

**Sent:** Tuesday, March 21, 2017 1:22 PM

**To:** Smith, Kathleen; Bailey, Nathan; Eitel, Robert; Manning, James; Petersen, Molly; Runcie, James; Holland, Linda

**Subject:** CONFIRMED (b)(5)

**When:** Wednesday, March 22, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C101

UPDATE: CONFIRMING – this is a go for TODAY! Thanks all

(b)(5)

Smith, Kathleen

---

**Subject:** FW: CONFIRMED (b)(5) briefings  
**Location:** WDCFB6-7C101  
**Start:** Wednesday, March 22, 2017 1:00 PM  
**End:** Wednesday, March 22, 2017 2:00 PM  
**Show Time As:** Tentative  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Smith, Kathleen  
**Required Attendees:** Bailey, Nathan; Eitel, Robert; Manning, James; Petersen, Molly; Runcie, James; Holland, Linda  
**Optional Attendees:** Goad, Robert

-----Original Appointment-----

**From:** Smith, Kathleen

**Sent:** Tuesday, March 21, 2017 1:22 PM

**To:** Smith, Kathleen; Bailey, Nathan; Eitel, Robert; Manning, James; Petersen, Molly; Runcie, James; Holland, Linda

**Subject:** CONFIRMED - (b)(5)

**When:** Wednesday, March 22, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C101

UPDATE: CONFIRMING – this is a go for TODAY! Thanks all

(b)(5)

Venable, Joshua

---

**Subject:** OET Briefing on Open Licensing Regulation

**Location:** Secretary's Conference Room (OS Managed)

**Start:** Thursday, March 30, 2017 4:00 PM

**End:** Thursday, March 30, 2017 5:00 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua

**Required Attendees:** Goad, Robert; Leu, Sharon; Conaty, Joe; Rosenfelt, Phil; Nguyen, Thai-Hoa; McFadden, Elizabeth; Malawer, Hilary; Schlichter, Levon; Petracca, Ronald; Ramakis, Jessica; Buchesky, Stanley; Eitel, Robert; Lee, Ebony; Botel, Jason; Manning, James; Trettin, Sara

**Venable, Joshua**

---

**Subject:** OET Briefing on Open Licensing Regulation  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Thursday, March 30, 2017 4:00 PM  
**End:** Thursday, March 30, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Venable, Joshua

**Required Attendees:** Goad, Robert; Leu, Sharon; Conaty, Joe; Rosenfelt, Phil;  
Nguyen, Thai-Hoa; McFadden, Elizabeth; Malawer, Hilary;  
Schlichter, Levon; Petracca, Ronald; Ramakis, Jessica;  
Buchesky, Stanley; Eitel, Robert; Lee, Ebony; Botel, Jason;  
Manning, James; Trettin, Sara

**Venable, Joshua**

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**Subject:** OET Briefing on Open Licensing Regulation  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Thursday, March 30, 2017 4:00 PM  
**End:** Thursday, March 30, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Venable, Joshua

**Required Attendees:** Goad, Robert; Leu, Sharon; Conaty, Joe; Rosenfelt, Phil;  
Nguyen, Thai-Hoa; McFadden, Elizabeth; Malawer, Hilary;  
Schlichter, Levon; Petracca, Ronald; Ramakis, Jessica;  
Buchesky, Stanley; Eitel, Robert; Lee, Ebony; Botel, Jason;  
Manning, James; Trettin, Sara

**DeVos, Betsy**

---

**Subject:** Briefing on Borrower's Defense

**Location:** Office of the Secretary

**Start:** Monday, March 27, 2017 5:00 PM

**End:** Monday, March 27, 2017 5:30 PM

**Recurrence:** {none}

**Meeting Status:** Accepted

**Organizer:** DeVos, Betsy

**Required Attendees:** Botel, Jason; Venable, Joshua (Joshua.Venable@ed.gov); EDCalendar;  
(b)(7)(F) Riemer, Jeffrey (Jeffrey.Riemer@ed.gov);  
Manning, James (James.Manning@ed.gov); Ventimiglia, Eric

**DeVos, Betsy**

---

**Subject:** Briefing on Borrower's Defense  
**Location:** Office of the Secretary

**Start:** Monday, March 27, 2017 5:00 PM  
**End:** Monday, March 27, 2017 5:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** DeVos, Betsy  
**Required Attendees:** Botel, Jason; Venable, Joshua (Joshua.Venable@ed.gov);  
EDCalendar (b)(7)(F) Riemer, Jeffrey  
(Jeffrey.Riemer@ed.gov); Manning, James  
(James.Manning@ed.gov); Ventimiglia, Eric

Jim Manning gives update on the recommendations of the Borrowers Defense working group

**Botel, Jason**

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Friday, March 24, 2017 11:00 AM  
**End:** Friday, March 24, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 11:00 AM to 12:00 PM

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Please accept this as the new invitation.

**Botel, Jason**

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Friday, March 24, 2017 11:00 AM  
**End:** Friday, March 24, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 11:00 AM to 12:00 PM

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Please accept this as the new invitation.

**Botel, Jason**

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Friday, March 24, 2017 11:00 AM  
**End:** Friday, March 24, 2017 12:00 PM

**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 11:00 AM to 12:00 PM

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Please accept this as the new invitation.

**Botel, Jason**

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Friday, March 24, 2017 11:00 AM  
**End:** Friday, March 24, 2017 12:00 PM

**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 11:00 AM to 12:00 PM

**Meeting Status:** Accepted

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

Please accept this as the new invitation.

**Botel, Jason**

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Tuesday, March 28, 2017 11:00 AM  
**End:** Tuesday, March 28, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** every Tuesday, Wednesday, Thursday, and Friday from 11:00 AM to 12:00 PM

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

---

**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Adding Call In -  
Conference Line (b)(6)  
Participant Code  
Leader Code: Jason has lead

Please accept this as the new invitation.

## Botel, Jason

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Tuesday, March 28, 2017 11:00 AM  
**End:** Tuesday, March 28, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Tuesday, Wednesday, Thursday and Friday from 11:00 AM to 12:00 PM effective 3/28/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

---

**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

Please note shortened time; some of us need to brief the Secretary 11-11:30am

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting Call I (b)(6) participant Code: (b)(6)  
Conference link (b)(6)  
Participant Code (b)(6)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Dougie); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in Participant Code

(b)(6)

(b)(6)

Call in -  
Participa

(b)(6)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Dougie); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in - Participant Code

(b)(6)

(b)(6)

Call  
Parti

(b)(6)

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Call in - (b)(6)  
Participant Code (b)(6)

Call in (b)(6)  
Participant Code (b)(6)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:41 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Dougie); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in - Participant Code

(b)(6)

(b)(6)

Call in -  
Particip

(b)(6)

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Adding Call In (b)(6)  
Conference Line  
Participant Code  
Leader Code: Jason has lead

Please accept this as the new invitation.

## Botel, Jason

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Tuesday, March 28, 2017 11:00 AM  
**End:** Tuesday, March 28, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Tuesday, Wednesday, Thursday and Friday from 11:00 AM to 12:00 PM effective 3/28/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

---

**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

Please note shortened time; some of us need to brief the Secretary 11-11:30am

---

**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Frendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting Call (b)(6) Participant Code: (b)(6)  
Conference line (b)(6)  
Participant Code: (b)(6)

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in (b)(6)  
Participant Code (b)(6)

Call in - (b)(6)  
Particip (b)(6)

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Call in Participant Code (b)(6)

Call in - (b)(6)  
Particip

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Call (b)(6)  
Participant Cod (b)(6)

Call i (b)(6)  
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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Frendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Conference Link  
Participant Code (b)(6)

Adding Call In (b)(6)  
Conference Link  
Participant Code  
Leader Code: Jason has lead

Please accept this as the new invitation.

## Botel, Jason

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Tuesday, March 28, 2017 11:00 AM  
**End:** Tuesday, March 28, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Tuesday, Wednesday, Thursday and Friday from 11:00 AM to 12:00 PM effective 3/28/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

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**Sent:** Tuesday, June 12, 2018 10:41 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

Please note shortened time; some of us need to brief the Secretary 11-11:30am

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**Sent:** Tuesday, June 12, 2018 10:42 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Frendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Frendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Stanley, Robert; Leadership Team Meeting Call (b)(6), Participant Code (b)(6)  
Conference line (b)(6)  
Participant Code (b)(6)

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**Sent:** Tuesday, June 12, 2018 10:42 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Conference Line (b)(6)  
Participant Code (b)(6)

Adding Call In -  
Conference Line (b)(6)  
Participant Code  
Leader Code: Jason has lead

Please accept this as the new invitation.

## Botel, Jason

---

**Subject:** Standing Beachhead Leadership Team Meeting  
**Location:** Secretary's Conference Room (OS Managed)

**Start:** Tuesday, March 28, 2017 11:00 AM  
**End:** Tuesday, March 28, 2017 12:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every Tuesday, Wednesday, Thursday and Friday from 11:00 AM to 12:00 PM effective 3/28/2017.

**Meeting Status:** Not yet responded

**Organizer:** Botel, Jason  
**Required Attendees:** Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana; Jackson, Candice

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**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

Please note shortened time; some of us need to brief the Secretary 11-11:30am

---

**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Frendewey, Matthew; Toner, Jana; Manning, James; Venable, Joshua; Buchesky, Stanley; Ferguson, Gillum; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Jackson, Candice

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**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Botel, Jason; Ham, Holly; Ventimiglia, Eric; Lee, Ebony; Frendewey, Matthew; Toner, Jana; Manning, James; Venable, Joshua; Buchesky, Stanley; Ferguson, Gillum; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Jackson, Candice

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**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting Call (b)(6) participant  
Code: (b)(6)

Conference link  
Participant Code

(b)(6)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in Participant Cod

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(b)(6)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Dougie); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Dougie); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in  
Participant Code: 9449103

(b)(6)

Call (b)(6)  
Participant Code: (b)(6)

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**From:**

**Sent:** Tuesday, June 12, 2018 10:42 AM

**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana

**Subject:** Standing Beachhead Leadership Team Meeting - Call in  
Participant Code:

(b)(6)

(b)(6)

(b)(6)

Call in  
Partic

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**Sent:** Tuesday, June 12, 2018 10:42 AM  
**To:** Toner, Jana; Eitel, Robert; Simmons, Lee (Doug); Friendewey, Matthew; Ferguson, Gillum; Lee, Ebony; Buchesky, Stanley; Ventimiglia, Eric; Venable, Joshua; Manning, James; Ham, Holly; Botel, Jason; Ham, Holly; Manning, James; Venable, Joshua; Ventimiglia, Eric; Buchesky, Stanley; Lee, Ebony; Ferguson, Gillum; Friendewey, Matthew; Simmons, Lee (Doug); Eitel, Robert; Goad, Robert; Toner, Jana  
**Subject:** Standing Beachhead Leadership Team Meeting - Conference Line Participant Co (b)(6)

Adding Call In (b)(6)  
Conference Line  
Participant Co  
Leader Code: Jason has lead

Please accept this as the new invitation.

▲ Mon, Jul 03 – Fri, Jul 07

<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 6:00 PM	Free
<input type="checkbox"/>	After 6:00 PM	Free

▲ Sat, Jul 08 – Sun, Jul 09

<input type="checkbox"/>	All Day	Free
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▲ Mon, Jul 10 – Fri, Jul 14

<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 6:00 PM	Free
<input type="checkbox"/>	After 6:00 PM	Free

▲ Sat, Jul 15 – Sun, Jul 16

<input type="checkbox"/>	All Day	Free
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▲ Mon, Jul 17 – Wed, Jul 19

<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 6:00 PM	Free
<input type="checkbox"/>	After 6:00 PM	Free

Details

Tuesday, February 07, 2017

▲ **Time** 11:00 AM – 12:00 PM  
**Subject** Cross-OESE Consolidated State Plan Meeting  
**Location** WDCFB6-3C100  
**Recurrence** Occurs every Tuesday effective 2/7/2017 until 4/18/2017 from 11:00 AM to 12:00 PM  
**Reminder** 10 minutes  
**Show Time As** Tentative

Updated Conference line: Telephone Number (Toll Free): (b)(6)  
(b)(6)

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required

Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
Scott, Tracey <Tracey.Albert@ed.gov>	Required
OESE.OSS.InternalCalendar <OSS.InternalCalendar@ed.gov>	Required
Myers, Earl <Earl.Myers@ed.gov>	Required
Stern, Jacob <Jacob.Stern@ed.gov>	Required
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Behrend, Daniel <Daniel.Behrend@ed.gov>	Required
Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Dickard, Norris <Norris.Dickard@ed.gov>	Required
Didlo, Amie <Amie.Didlo@ed.gov>	Required
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Coplin, Julie <Julie.Coplin@ed.gov>	Optional
Randall, Valerie <Valerie.Randall@ed.gov>	Optional
Rowan, Maria <Maria.Rowan@ed.gov>	Optional

Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Cantrell, David <David.Cantrell@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional

---

**Time** 12:00 PM – 1:00 PM  
**Subject** (b)(6)  
**Location** WDCFB6-7E101  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	WDCFB6-7E101 <WDCFB6-7E101@ed.gov>	Resource

---

**Time** 1:30 PM – 2:00 PM  
**Subject** Schedule Briefing  
**Location** COS Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 2:00 PM – 3:00 PM  
**Subject** FW: Overview of ED, OII, etc.  
**Location** 4W 311 (Margo's office)  
**Show Time As** Busy

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From: Anderson, Margo  
Sent: Friday, February 3, 2017 9:06:51 PM UTC  
To: Anderson, Margo; Lee, Ebony; Hudson, Alexandra

Subject: Overview of ED, OII, etc.  
When: Tuesday, February 7, 2017 7:00 PM-8:00 PM.  
Where: 4W 311 (Margo's office)

Ebony and Lexi, hi?

I set this up for an hour, but we can make it shorter or longer depending on the time you have available and your questions.

I look forward to talking with you?

Margo

Attendees	Name <E-mail>	Attendance
	Anderson, Margo <Margo.Anderson@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

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	<b>Time</b>	3:00 PM – 3:30 PM
	<b>Subject</b>	Beachhead Meeting
	<b>Location</b>	Secretary Conference Room
	<b>Show Time As</b>	Busy
	<b>Attendees</b>	
	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Young, Patrick <Patrick.Young@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required

Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Rierner, Jeffrey <Jeffrey.Rierner@ed.gov>	Required
Eck, Kevin <Kevin.Eck@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Ramos, Beatriz <Beatriz.Ramos@ed.gov>	Required

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**Time** 3:30 PM – 4:00 PM

**Subject** Continued Discussion concerning OESE w/Beachheads (Alexandra/Michael)

**Location** Moniques's office Rm 3W315

**Show Time As** Busy  
Continued Discussion concerning OESE w/Beachheads (Alexandra/Michael)

Attendees	Name <E-mail>	Attendance
	Chism, Monique <Monique.Chism@ed.gov>	Organizer
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required

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**Wednesday, February 08, 2017**

**Time** 9:00 AM – 5:00 PM  
**Subject** HOLD for Secretary Visits  
**Location** UCP  
**Show Time As** Busy  
POC: Tiffany Brisueno, 202-377-3050

**PCP**

7:30am – Andrew Kossack (202-262-6188) arrives at PCP (550 12th Street SW)

(b)(6),(b)(7)(F)

9:05am – Tour begins – Beginning on the 11th floor (10-15 minutes per floor) ending on the 4th

11:00am – Secretary departs, en route to UCP

**UCP**

9:15am – Michael Brickman (202-230-0708) arrives at UCP (830 First Street, NE)

(b)(6),(b)(7)(F)

11:25am – Tour begins – Beginning on the 2nd floor (10 minutes per floor) ending on the 11th

1:00pm – Secretary departs, en route to LBJ

**LBJ**

8:00am – Ron Holden (202-445-1925) arrives at LBJ (400 Maryland Avenue SW)

1:20pm – Secretary arrives at Maryland Avenue and meets with First Assistants and Leadership

2:00pm – All staff meeting begins

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**Time** 2:00 PM – 2:30 PM  
**Subject** All-Staff Meeting and Meet & Greet with Sec. Betsy DeVos  
**Location** Barnard Auditorium, LBJ, and Online  
**Show Time As** Busy

Employees are invited to the first All-Staff Meeting with Secretary of Education Betsy DeVos

Wednesday, Feb. 8, 2:00 PM –2:30 PM ET

Barnard Auditorium, LBJ Building and on [HYPERLINK](#)

"<http://mediasite.ed.gov/>" Mediasite\* and [HYPERLINK](#)

"<http://edstream.ed.gov/>" EDstream\* with live captioning. Sign-language interpreting will be provided.

**AGENDA**

Welcoming Remarks, Acting General Counsel Phil Rosenfelt

Remarks from Secretary of Education Betsy DeVos

Informal Meet and Greet

**\*MEDIASITE & EDSTREAM**

Employees may watch this event live or later via the archives at the same links.

**MEDIASITE INSTRUCTIONS:**

For employees working inside ED buildings, use Internet Explorer to access HYPERLINK "<http://mediasite.ed.gov/>" Mediasite at this link.

**EDSTREAM INSTRUCTIONS:**


For teleworkers, this event will also air on HYPERLINK "<http://edstream.ed.gov/>" EDstream at this link. You cannot access EDstream while logged into HYPERLINK "<http://gotowork.ed.gov/>" gotowork.ed.gov or Aventail/Citrix. You may be able to see the event, but you will not be able to hear it. You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link provided.

If you have questions or problems with Mediasite or EDstream, please call the Help Desk at 202 708 4357.


Attendees	Name <E-mail>	Attendance
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	DoED - All ED Employees <DoED- AllEDEmployees@ed.gov>	Required

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**Thursday, February 09, 2017**

 **Time** 8:30 AM – 9:30 AM  
**Subject** IT Help  
**Show Time As** Busy

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 **Time** 10:00 AM – 11:00 AM  
**Subject** Meeting with OPEPD  
**Location** WDCFB6-5E335 (Managed)  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Organizer
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Hudson, Alexandra <Alexandra.Hudson@ed.gov> Required  
Ruddock, Neil <Neil.Ruddock@ed.gov> Optional

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**Time** 1:00 PM – 1:30 PM  
**Subject** OELA's NIA for new grant competition  
**Location** 5C132  
**Attachments** (b)(5)  
**Show Time As** Busy  
Please note time change

We have an empty room on our floor that we can use. If you all would like to meet elsewhere, please let me know.

Taylor Hansen is not on outlook yet, please forward the invite to him.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Anand, Supreet <Supreet.Anand@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	McHugh, Erin <Erin.McHugh@ed.gov>	Required
	Escalante, Melissa <Melissa.Escalante@ed.gov>	Required
	Holte, Allison <Allison.Holte@ed.gov>	Required
	Woodley, Danita <Danita.Woodley@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Optional
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Optional

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**Time** 2:30 PM – 3:30 PM  
**Subject** Discuss OSERS Policy Portfolio  
**Location** WDCFB6-4E100  
**Show Time As** Busy  
As requested. Please contact Charlotte Stein with scheduling questions/concerns.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Ryder, Ruth <Ruth.Ryder@ed.gov>	Organizer
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Brickman, Michael <Michael.Brickman@ed.gov> Required  
Hansen, Taylor <Taylor.Hansen@ed.gov> Optional

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**Friday, February 10, 2017**

★ **Time** 12:00 PM – 12:30 PM  
**Subject** Follow Up Meeting with OCTAE  
**Show Time As** Busy

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★ **Time** 1:00 PM – 2:00 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

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**Monday, February 13, 2017**

★ **Time** 1:00 PM – 2:00 PM  
**Subject** Vickie Schray  
**Location** WDCFB6-7E101  
**Show Time As** Busy  
Vickie Schray  
EXECUTIVE VICE PRESIDENT  
REGULATORY AFFAIRS & PUBLIC POLICY  
1455 Pennsylvania Avenue NW, Suite 800  
Washington, DC 20004  
-----  
P. 202.349.9040  
C. 858.776.9772  
F. 858.225.0290

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★ **Time** 3:00 PM – 3:30 PM  
**Subject** Call Sharon Lee Miller on OCTAE Grant  
**Location** (b)(6)  
**Show Time As** Busy

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**Tuesday, February 14, 2017**

★ **Time** 11:00 AM – 11:30 AM  
**Subject** OPEPD discussion of successes  
**Location** WDCFB6-5E335 (Managed)  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Organizer
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Navarro, Erica <Erica.Navarro@ed.gov>	Required

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**Time** 11:00 AM – 12:00 PM  
**Subject** Cross-OESE Consolidated State Plan Meeting  
**Location** WDCFB6-3C100  
**Recurrence** Occurs every Tuesday effective 2/7/2017 until 4/18/2017 from 11:00 AM to 12:00 PM  
**Reminder** 10 minutes  
**Show Time As** Tentative  
 Updated Conference line: Telephone Number (Toll Free) (b)(6)  
 (b)(6)

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
	Scott, Tracey <Tracey.Albert@ed.gov>	Required
	OESE.OSS.InternalCalendar <OSS.InternalCalendar@ed.gov>	Required
	Myers, Earl <Earl.Myers@ed.gov>	Required
	Stern, Jacob <Jacob.Stern@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Myers, Shauna <Shauna.Myers@ed.gov>	Required
	Briggs, Ashley <Ashley.Briggs@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required

Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Behrend, Daniel <Daniel.Behrend@ed.gov>	Required
Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Dickard, Norris <Norris.Dickard@ed.gov>	Required
Didlo, Amie <Amie.Didlo@ed.gov>	Required
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Coplin, Julie <Julie.Coplin@ed.gov>	Optional
Randall, Valerie <Valerie.Randall@ed.gov>	Optional
Rowan, Maria <Maria.Rowan@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Cantrell, David <David.Cantrell@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional

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**Time** 1:00 PM – 2:00 PM  
**Subject** Ethics Briefing - The Hatch Act  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Carter, Denise <Denise.Carter@ed.gov>	Organizer
	(b)(6) [REDACTED] @ed.gov	Required
	Shields, Michael L. (OGC) <Michael.L.Shields@ed.gov>	Required
	Barren, Morris <Morris.Barren@ed.gov>	Required
	Goodridge, Marcella <Marcella.Keiller@ed.gov>	Optional

McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Optional
Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Optional
Eck, Kevin <Kevin.Eck@ed.gov>	Optional
Reynolds, Cody <Cody.Reynolds@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Ham, Holly <Holly.Ham@ed.gov>	Optional
Rigas, Laura <Laura.Rigas@ed.gov>	Optional
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Young, Patrick <Patrick.Young@ed.gov>	Optional
Toner, Jana <Jana.Toner@ed.gov>	Optional
Lee, Ebony <Ebony.Lee@ed.gov>	Optional
Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional
Ward, Jerry <Jerry.Ward@ed.gov>	Optional
Holden, Ronald <Ronald.Holden@ed.gov>	Optional

**Time** 4:00 PM – 5:00 PM  
**Subject** Meeting with OLCA  
**Location** 6W316  
**Show Time As** Busy  
 Looking forward to meeting with you.

<b>Attendees</b>	Molly	
<b>Name &lt;E-mail&gt;</b>		<b>Attendance</b>
Petersen, Molly <Molly.Petersen@ed.gov>		Organizer

Brickman, Michael <Michael.Brickman@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required

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**Wednesday, February 15, 2017**

📌 **Time** 8:30 AM – 9:30 AM  
**Subject** Amy Jones  
**Location** 2176 Rayburn House Office Building  
**Show Time As** Busy

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📌 **Time** 10:00 AM – 10:30 AM  
**Subject** Stop by Parking Office  
**Show Time As** Busy  
Anytime before 3:30

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**Thursday, February 16, 2017**

📌 **Time** 9:00 AM – 9:30 AM  
**Subject** Data Mgmt. & FOIA Briefing  
**Location** 1W126 - Training and Development Center  
**Show Time As** Busy  
Please note new room location 1W126 (Training Center)  
  
Data Management and Freedom of Information Act (FOIA) Briefing

Attendees  
Jason Botel  
Nate Bailey  
Michael Brickman  
Michael Chamberlain  
Deborah Cox-Roush  
Ronald Holden  
Ebony Lee  
Laura Rigas  
Jana Toner  
Jeffrey Riemer  
Neil Ruddock  
Sarah Delahunty  
Patrick Young  
Matthew Frendewey  
Alexandra Hudson  
Gillum Ferguson  
Beatriz Ramos  
Michael Oberlies  
Bob Eitel  
Lee (Doug) Simmons

**Attendees** **Name <E-mail>**  
Botel, Jason <Jason.Botel@ed.gov>

**Attendance**  
Organizer


Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Riemer, Jeffrey <Jeffrey.Riemer@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Ramseur, Kevin <Kevin.Ramseur@ed.gov>	Optional
Besong, Laura <Laura.Besong@ed.gov>	Optional
Smith, Sherry <Sherry.Smith@ed.gov>	Optional
Taylor Hansen (b)(6)	Optional

**Time** 10:00 AM – 11:00 AM  
**Subject** Security Interview


**Location** WDCFB6-7C100;  
**Show Time As** Busy

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**Friday, February 17, 2017**

 **Time** 9:30 AM – 10:30 AM  
**Subject** (b)(6)  
**Location** [Redacted]  
**Show Time As** Busy


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 **Time** 12:00 PM – 1:30 PM  
**Subject** HOLD Lunch  
**Show Time As** Busy

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 **Time** 2:00 PM – 3:00 PM  
**Subject** CCSSO Call  
**Show Time As** Busy

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 **Time** 2:30 PM – 3:00 PM  
**Subject** Meeting Michael/Jana/Jason  
**Location** Jana's Office  
**Show Time As** Busy

Please let me know if this works for your schedule.

Thanks so much


Background:  
Hi Paula,

Can you please find time for Michael, Jana and me to meet tomorrow (Friday) or early next week in Jana's office?

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Required


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**Monday, February 20, 2017**


 **Time** 4:00 PM – 5:00 PM  
**Subject** (b)(6)  
**Location** [Redacted]  
**Show Time As** Busy

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**Tuesday, February 21, 2017**

 **Time** 9:00 AM – 10:00 AM  
**Subject** (b)(6)  
**Location** [Redacted]

Show Time As Busy


 **Time** 12:00 PM – 12:30 PM  
**Subject** (b)(5)  
**Location** WDCFB6-3E102

Show Time As Busy  
(b)(5)




Best,  
Melissa Siry, Chris Barlow, and Victoria Hammer

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required

 **Time** 2:00 PM – 3:00 PM  
**Subject** Call with CJ  
**Location** 262-599-9789  
**Show Time As** Busy

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**Wednesday, February 22, 2017**

 **Time** 1:00 PM – 1:45 PM  
**Subject** Teaching and Principal Ambassador Fellows Quarterly Meeting:  
Networking Session  
**Location** 1W103

**Show Time As** Busy

This networking session will be designed carefully for new staff to learn about the Fellows' work to date and to explore ways the Fellows can connect with and support the work of the Department over the next six months.

We welcome you to participate, even if for only part of the meeting.

Thanks so much, and please let me know if you have any questions!

Amanda Barney

Washington Teacher Ambassador Fellow, Office of the Secretary

Attendees	Name <E-mail>	Attendance
	Barney, Amanda <Amanda.Barney@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Optional
	Kelly, Patrick <Patrick.Kelly@ed.gov>	Optional
	Stratman, Karen <Karen.Stratman@ed.gov>	Optional

**Time** 3:00 PM – 3:20 PM

**Subject** FW: Meeting with School Superintendents Association (AASA)

**Location** Secretary's Conference Room

**Show Time As** Busy

-----Original Appointment-----

From: DeVos, Betsy

Sent: Tuesday, February 21, 2017 5:57 PM

To: DeVos, Betsy; Lee, Ebony

Subject: Meeting with School Superintendents Association (AASA)

When: Wednesday, February 22, 2017 3:00 PM-3:20 PM (UTC-05:00)  
Eastern Time (US & Canada).

Where: Secretary's Conference Room

Briefing Paper: Laura Rigas is working on it.

From: Noelle Ellerson Ng [mailto:nellerson@aasa.org]

Sent: Friday, February 17, 2017 10:27 AM

To: Rigas, Laura

Cc: Simmons, Lee (Dougie)

Subject: RE: AASA transition memo

Laura and Dougie

Thank you for pulling this together. Dan and I look forward to the meeting.

In terms of policies we are interested in:  
ESSA (implementation, state accountability workbook, peer review)  
Funding/appropriations  
School choice  
Rural education  
Perkins Career/Tech


Noelle

Noelle Ellerson Ng  
Associate Executive Director, Policy & Advocacy  
AASA: The School Superintendents Association  
1615 Duke Street  
Alexandria, VA 22314  
(c) 703-774-6935  
HYPERLINK "mailto:nellerson@aasa.org" nellerson@aasa.org  
Twitter: @Noellerson

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

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#### Thursday, February 23, 2017

 **Time** 10:30 AM – 11:30 AM  
**Subject** TAP and Military Affairs Meeting and Briefing  
**Location** 4W335 -- OII Conference Room  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Dowling, Maureen <Maureen.Dowling@ed.gov>	Organizer
	Thompson, Brian <Brian.Thompson@ed.gov>	Required
	Jones, Gary <Gary.Jones@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Moreira, Elieser <Elieser.Moreira@ed.gov>	Required

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#### Friday, February 24, 2017

 **Time** 10:00 AM – 12:00 PM

**Subject** (b)(5)  
**Location** 3C100  
**Show Time As** Busy  
Let's start with a calendar hold for 2 hours on Friday. We can expand if necessary once we start to see the comments coming in.

(b)(5)

Let me know if anyone plans to telework Friday so that I can find a call in number.

Thanks all. - Chris

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Barlow, Christine <Christine.Barlow@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Myers, Shauna <Shauna.Myers@ed.gov>	Required
	Scott, Tracey <Tracey.Albert@ed.gov>	Optional

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**Monday, February 27, 2017**

**Time** 9:00 AM – 10:00 AM  
**Subject** (b)(5)  
**Location** 3W336  
**Show Time As** Free

Adding call-in



Per my email, see you bright and early on Monday!


OPEPD line

Dial (b)(6)

Part

<b>Attendees</b>	Leader (b)(6)	
	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Organizer
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Required
	Simons, Jane <Jane.Simons@ed.gov>	Required
	Becker, Judith <Judith.Becker@ed.gov>	Required
	OPEPD <OPEPD@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
	Jones, Amy <Amy.Jones@ed.gov>	Optional
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional

	<b>Time</b>	9:30 AM – 10:30 AM
	<b>Subject</b>	Steering Committee Forecasting
	<b>Location</b>	Monique's office Rm 3W315
<b>Show Time As</b>	Busy	
	Sorry for all the movement on this – trying to find a time works for everyone is hard.	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Chism, Monique <Monique.Chism@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required

	<b>Time</b>	10:45 AM – 11:45 AM
	<b>Subject</b>	(b)(6)

Location (b)(6)  
Show Time As Busy

Tuesday, February 28, 2017

Time 9:00 AM – 9:30 AM  
Subject Grab Coffee  
Location TBD  
Show Time As Busy  
Michael,

If you are still up for grabbing coffee tomorrow, I say we meet in the lobby on the C Street side.

Best,

Brian

Attendees	Name <E-mail>	Attendance
	Thompson, Brian <Brian.Thompson@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

Time 11:00 AM – 12:00 PM  
Subject Cross-OESE Consolidated State Plan Meeting  
Location WDCFB6-3C100  
Recurrence Occurs every Tuesday effective 2/7/2017 until 4/18/2017 from 11:00 AM to 12:00 PM  
Reminder 10 minutes  
Show Time As Tentative

Updated Conference line: Telephone Number (Toll Free):

(b)(6)

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
	Scott, Tracey <Tracey.Albert@ed.gov>	Required
	OESE.OSS.InternalCalendar <OSS.InternalCalendar@ed.gov>	Required
	Myers, Earl <Earl.Myers@ed.gov>	Required
	Stern, Jacob <Jacob.Stern@ed.gov>	Required

Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Behrend, Daniel <Daniel.Behrend@ed.gov>	Required
Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Dickard, Norris <Norris.Dickard@ed.gov>	Required
Didlo, Amie <Amie.Didlo@ed.gov>	Required
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Coplin, Julie <Julie.Coplin@ed.gov>	Optional
Randall, Valerie <Valerie.Randall@ed.gov>	Optional
Rowan, Maria <Maria.Rowan@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Cantrell, David <David.Cantrell@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional

**Time** 12:30 PM – 1:15 PM

**Subject** FW: ESSA Consolidated State Plan Template Meeting w/ Chiefs for Change

**Location** WDCFB6-5E335 (Managed)  
**Show Time As** Busy  
-----Original Appointment-----  
From: Honeysett, Adam  
Sent: Monday, February 27, 2017 2:41 PM  
To: Honeysett, Adam; Hammer, Victoria; Siry, Melissa; Wallin, Terra; Simons, Jane  
Cc: Chism, Monique; Bell-Ellwanger, Jenn; Miller, Meredith; Stratman, Karen  
Subject: ESSA Consolidated State Plan Template Meeting w/ Chiefs for Change  
When: Tuesday, February 28, 2017 12:30 PM-1:15 PM (UTC-05:00) Eastern Time (US & Canada).  
Where: WDCFB6-5E335 (Managed)

Update: changing rooms to accommodate a larger ED participation

Attending: Chief Operating Officer Julia Rafal-Baer and Director of Policy Margie Yeager

A reminder: Senior Associate Anne Hyslop wrote about "40 ESSA rules endangered by Republicans' repeal efforts" in Flypaper last week -- <https://edexcellence.net/articles/40-essa-rules-endangered-by-republicans-repeal-efforts>.

Attendees	Name <E-mail>	Attendance
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Organizer
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Simons, Jane <Jane.Simons@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Optional
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Optional
	Miller, Meredith <Meredith.Miller@ed.gov>	Optional
	Stratman, Karen <Karen.Stratman@ed.gov>	Optional
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Jones, Amy <Amy.Jones@ed.gov>	Optional
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional

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**Time** 3:00 PM – 3:30 PM  
**Subject** Consolidated State Plan Conversation with National Alliance for Public Charter Schools  
**Location** 4C100 or Conference Line (b)(6)  
**Show Time As** Busy  
Hi Christy & Jessica – happy to host if you prefer to come to ED in person.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Huh, Stefan <Stefan.Huh@ed.gov>	Organizer
	Christy Wolfe <christy@publiccharters.org>	Required
	Jessica Morffi <jessica@publiccharters.org>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Optional
	Miceli, Roberta <Roberta.Miceli@ed.gov>	Optional
	Scott, Tracey <Tracey.Albert@ed.gov>	Optional
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Optional
	Suh, Joseph <Joseph.Suh@ed.gov>	Optional
	Brice, Porscheoy <Porscheoy.Brice@ed.gov>	Optional
	Wallin, Terra <Terra.Wallin@ed.gov>	Optional
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
	Jones, Amy <Amy.Jones@ed.gov>	Optional

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**Time** 3:30 PM – 4:00 PM  
**Subject** FW: Confirmed Motor Pool Transportation  
**Location** LBJ to Hart Senate Office Bldg  
**Show Time As** Busy  
-----Original Appointment-----  
From: Botel, Jason

Sent: Monday, February 27, 2017 2:18 PM  
To: Botel, Jason; Lee, Ebony; Smith, Kathleen  
Subject: Confirmed Motor Pool Transportation  
When: Tuesday, February 28, 2017 3:30 PM-4:00 PM (UTC-05:00)  
Eastern Time (US & Canada).  
Where: LBJ to Hart Senate Office Bldg

Attendees	Name <E-mail>	Attendance
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

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**Time** 4:00 PM – 5:00 PM  
**Subject** FW: Meeting with Hill staffers re ESSA  
**Location** Hart Senate Office Building - Room 615  
**Show Time As** Busy  
-----Original Appointment-----  
From: Hill, Paula On Behalf Of Botel, Jason  
Sent: Monday, February 27, 2017 2:09 PM  
To: Botel, Jason; Lee, Ebony; Smith, Kathleen  
Subject: Meeting with Hill staffers re ESSA  
When: Tuesday, February 28, 2017 4:00 PM-5:00 PM (UTC-05:00)  
Eastern Time (US & Canada).  
Where: Hart Senate Office Building - Room 615

Thanks Jason.

If you wouldn't mind coming up to the hill at 4:00 tomorrow, it would be greatly appreciated. We usually have to stick close to campus when the Senate is in session and floor votes are possible.

Also, I am going to invite Brad Thomas from House Ed. & Workforce GOP staff if that is ok.

We can meet in 615 Hart Senate Office Building.

Thanks so much!

From: Botel, Jason [mailto:Jason.Botel@ed.gov]  
Sent: Monday, February 27, 2017 12:22 PM  
To: Oppenheim, Peter (HELP Committee) <HYPERLINK "mailto:Peter\_Oppenheim@help.senate.gov" Peter\_Oppenheim@help.senate.gov>  
Cc: Stern, Matthew (HELP Committee) <HYPERLINK "mailto:Matthew\_Stern@help.senate.gov" Matthew\_Stern@help.senate.gov>; Lindsay Fryer (HYPERLINK

"mailto:LFryer@pennhillgroup.com" LFryer@pennhillgroup.com) <  
HYPERLINK "mailto:LFryer@pennhillgroup.com"  
LFryer@pennhillgroup.com>; Lee, Ebony < HYPERLINK  
"mailto:Ebony.Lee@ed.gov" Ebony.Lee@ed.gov>; Hill, Paula <  
HYPERLINK "mailto:Paula.Hill@ed.gov" Paula.Hill@ed.gov>  
Subject: RE: ESSA Meeting

Hi Peter!

(b)(6)

Today is probably shot with budget passback and the HBCU meeting at the White House.

Question for you – do you all want to come here tomorrow, or do you want us to meet you in your office? If the former, I think we could do 3:30pm. If the latter, we could probably do 4pm. Please let us know. Thanks!

From: Oppenheim, Peter (HELP Committee)  
[mailto:Peter\_Oppenheim@help.senate.gov]  
Sent: Monday, February 27, 2017 9:58 AM  
To: Botel, Jason  
Cc: Stern, Matthew (HELP Committee); Lindsay Fryer ( HYPERLINK  
"mailto:LFryer@pennhillgroup.com" LFryer@pennhillgroup.com)  
Subject: ESSA Meeting

Hi Jason –

Great meeting you last week over coffee.

As a follow up, I was wondering if we could please set up a meeting, perhaps as soon as this afternoon or tomorrow, with you, Ebony, and any other political staff working on ESSA implementation.

We would very much appreciate an update on where you all are in the process and offer any assistance we can.

(b)(6)

so I have copied Matt Stern on our K-12 team to help set up a time. Additionally, I would like to include Lindsay Fryer, who helped lead our ESSA negotiations team and is working with most of the relevant groups now on implementation. Both are cc'd.

Please let me know what works on your end.

Peter

Attendees	Name <E-mail>	Attendance
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

Brickman, Michael <Michael.Brickman@ed.gov>

Optional

Wednesday, March 01, 2017

**Time** 9:00 AM – 10:00 AM

**Subject** FW: Stakeholder Conference Call with Joe McTighe, Exec. Dir. CAPE  
RE: Regulatory Requirements Consolidated State Applications

**Location** WDCFB6-4W100 / conference line (b)(6)

**Show Time As** Tentative

-----Original Appointment-----

From: Dowling, Maureen

Sent: Tuesday, February 28, 2017 12:08 PM

To: Dowling, Maureen; Siry, Melissa; Hammer, Victoria; Wallin, Terra;  
Morrissey, Jenay; Binder, Isadora; Allen, Pamela; Gardner, Ashley;  
Barlow, Christine; Miceli, Roberta ( HYPERLINK

"mailto:Roberta.Miceli@ed.gov" Roberta.Miceli@ed.gov)

Cc: Miceli, Roberta; Myers, Shauna; Pasternak, Sharone

Subject: Stakeholder Conference Call with Joe McTighe, Exec. Dir.

CAPE RE: Regulatory Requirements Consolidated State Applications

When: Wednesday, March 01, 2017 9:00 AM-10:00 AM (UTC-05:00)  
Eastern Time (US & Canada).

Where: WDCFB6-4W100 / conference line (b)(6)

(b)(6)

Attendees	Name <E-mail>	Attendance
	Dowling, Maureen <Maureen.Dowling@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Morrissey, Jenay <Jenay.Morrissey@ed.gov>	Required
	Binder, Isadora <Isadora.Binder@ed.gov>	Required
	Allen, Pamela <Pamela.Allen@ed.gov>	Required
	Gardner, Ashley <Ashley.Gardner@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required

Miceli, Roberta <Roberta.Miceli@ed.gov> Optional

Myers, Shauna <Shauna.Myers@ed.gov> Optional

Pasternak, Sharone <Sharone.Pasternak@ed.gov> Optional

**Time** 10:00 AM – 11:00 AM

**Subject** Consolidated State Plan - Second round

**Location** 3C100

**Show Time As** Busy

Telephone Number (Toll Free) (b)(6)

Participant Code (b)(6)

Success!

All,

(b)(5)

OSS – I am going to talk with Patrick/Roberta in the morning about missing the first 30 minutes of the OSS staff meeting. Will keep you posted!

Thanks,  
Melissa

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Scott, Tracey <Tracey.Albert@ed.gov>	Required
	Myers, Shauna <Shauna.Myers@ed.gov>	Required

Simons, Jane <Jane.Simons@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Becker, Judith <Judith.Becker@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional

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**Time** 11:00 AM – 12:00 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy  
 Would this work for you?

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Time** 2:00 PM – 2:30 PM  
**Subject** Coffee w/ Michael Brickman  
**Location** Meet in C Street Lobby  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Time** 2:30 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** 3C100  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required

Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
Scott, Tracey <Tracey.Albert@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Required
Simons, Jane <Jane.Simons@ed.gov>	Required
Becker, Judith <Judith.Becker@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional

#### Thursday, March 02, 2017

**Time** 10:30 AM – 11:15 AM

**Subject** ESSA Consolidated State Plan Template Meeting w/ State and Local ESSA Implementation Network

**Location** WDCFB6-7C101; (b)(6)

**Show Time As** Busy

NGA did include the teacher unions on its invitation for the call, so I have added them to the participant list.

Participants:

- National Governors Association
- National Conference of State Legislatures
- National Association of State Boards of Education
- National School Boards Association
- AASA: The School Superintendents Association
- National Association of Elementary School Principals
- National Association of Secondary School Principals
- National Education Association
- American Federation of Teachers
- National PTA

Attendees	Name <E-mail>	Attendance
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Organizer
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Simons, Jane <Jane.Simons@ed.gov>	Required

Miller, Meredith <Meredith.Miller@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Miceli, Roberta <Roberta.Miceli@ed.gov>	Optional
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Optional
Myers, Shauna <Shauna.Myers@ed.gov>	Optional
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Optional
Barlow, Christine <Christine.Barlow@ed.gov>	Optional
Scott, Tracey <Tracey.Albert@ed.gov>	Optional

**Time** 11:15 AM – 11:45 AM

**Subject** ESSA Consolidated State Plan Template with Civil Rights/Disability Advocate Orgs

**Location** WDCFB6-7C101

**Show Time As** Busy

Ten representatives of civil rights organizations and disability advocacy groups have been asked to share with us, via telephone, their thoughts on the Consolidated State Plan Template; the groups include these and a few others:

Nat'l Urban League  
 The Education Trust  
 Leadership Conference on Civil Rights  
 Consortium for Citizens with Disabilities Education Task Force  
 Nat'l Council of La Raza  
 Mexican American Legal Defense Fund

The dial-in is (b)(6) if you can, please join us in 7C101, so that we can ensure enough participant lines.

Thanks,  
 Karen

Karen Stratman  
 Director, Nat'l Engagement

Attendees	Name <E-mail>	Attendance
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Stratman, Karen <Karen.Stratman@ed.gov>	Organizer
Saunders, Azilea <Azilea.Saunders@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Wallin, Terra <Terra.Wallin@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Avery, Tawanda <Tawanda.Avery@ed.gov>	Required
Miceli, Roberta <Roberta.Miceli@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
Ramsey, Taylor <Taylor.Ramsey@ed.gov>	Required
Watkins-Foote, Kimberly <Kimberly.Watkins-Foote@ed.gov>	Required
Ryder, Ruth <Ruth.Ryder@ed.gov>	Required
Coley, Jerine <Jerine.Coley@ed.gov>	Required
WDCFB6-5E335 (Managed) <WDCFB6-5E335@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Sheehan, Richard <Richard.Sheehan@ed.gov>	Required
Joseph, Denise <Denise.Joseph@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Chism, Monique <Monique.Chism@ed.gov>	Required
Siry, Melissa <Melissa.Siry@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Steenen, Paul <Paul.Steenen@ed.gov>	Required
Scott, Tracey <Tracey.Albert@ed.gov>	Optional
Oberst, Megan <Megan.Oberst@ed.gov>	Optional

Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Optional
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Optional
Shackel, Erin <Erin.Shackel@ed.gov>	Optional
Calderon, Brenda <Brenda.Calderon@ed.gov>	Optional

**Time** 11:30 AM – 1:00 PM  
**Subject** touch base on State plan guidance  
**Location** 3W336  
**Show Time As** Tentative  
 Adding call-in number. This one will work, I promise. J

Telephone Number (Toll Free) (b)(6)  
 Participant Code (b)(6)

Sorry—can we have working lunch—I will type so you can eat!  
 Schedules are pretty bad. J  
 We may not need the whole time if people do not have issues, but I  
 can see some excellent questions in there already.  
 Thanks,  
 Victoria

Attendees	Name <E-mail>	Attendance
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Organizer
	Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Required
	Simons, Jane <Jane.Simons@ed.gov>	Required
	Becker, Judith <Judith.Becker@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required

Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Optional

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**Friday, March 03, 2017**

<b>Time</b>	11:00 AM – 12:00 PM	
<b>Subject</b>	Student Art Exhibit Opening: Military Child Education Coalition	
<b>Location</b>	LBJ	
<b>Show Time As</b>	Tentative	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required
	OS Employees only <OSEmployeesonly@ed.gov>	Required
	OS Intl Affairs <OUSPES/IA@ed.gov>	Required
	OS OET <OSOET@ed.gov>	Required
	OS Office of the Secretary <Office_of_the_Secretary@ed.gov>	Required
	OS TA Fellows <TAFellows@ed.gov>	Required
	OS Senior Staff Support Staff <_ODSSeniorStaffSupportStaff@ed.gov>	Required
	OS Supervisors <OSSupervisors@ed.gov>	Required
	OS Senior Staff <OSSeniorStaff@ed.gov>	Required
	OS Scheduling <OSScheduling@ed.gov>	Required
	OS Immediate <OSImmediate@ed.gov>	Required
	OS Exec Sec <OExecSec@ed.gov>	Required
	OS Correspondence <OSCorrespondence@ed.gov>	Required
	OCO All HQ Users <OCOAllHQUsers@ed.gov>	Required
	OII All Users <OIAllUsers@ed.gov>	Required
	OESE All Users <_OESEAllUsers@ed.gov>	Required
	Plight, Andrea <Andrea.Plight@ed.gov>	Optional

Southwell, Debora <Debora.Southwell@ed.gov>

Optional

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**Monday, March 06, 2017**

**Time** 10:00 AM – 11:00 AM

**Subject** Follow-up meeting on notices

**Location** OGC Library Conference Room (6E251)

**Attachments** (b)(5)

**Show Time As** Busy

Please let me know if you have any questions in advance of the meeting, or if you would like to add any items to the agenda. I look forward to seeing you Monday!

Hilary

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	McHugh, Erin <Erin.McHugh@ed.gov>	Required
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Optional
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional

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**Time** 11:00 AM – 12:00 PM

**Subject** Striving Readers Comprehensive Literacy Prg

**Location** Monique's Office (3W315)

**Show Time As** Busy

Conference phone:

Number: (b)(6)

Leader C

Participa

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Chism, Monique <Monique.Chism@ed.gov>	Organizer
	Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required

Brickman, Michael <Michael.Brickman@ed.gov>	Required
Randall, Valerie <Valerie.Randall@ed.gov>	Required
Savage, Cindy <Cindy.Savage@ed.gov>	Required
Georgia, Michelle <Michelle.Georgia@ed.gov>	Required

<b>Time</b>	12:00 PM – 1:00 PM
<b>Subject</b>	(b)(5)
<b>Location</b>	
<b>Show Time As</b>	

Attendees	Name <E-mail>	Attendance
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Optional
	Chism, Monique <Monique.Chism@ed.gov>	Optional
	Stratman, Karen <Karen.Stratman@ed.gov>	Optional
	Mould, Jim <Jim.Mould@ed.gov>	Optional
	Webb, Jo Ann <JoAnn.Webb@ed.gov>	Optional
	Quesinberry, Elaine <Elaine.Quesinberry@ed.gov>	Optional
	Ross, Chareese <Chareese.Ross@ed.gov>	Optional
	Ryan, Sam <Sam.Ryan@ed.gov>	Optional

Wallin, Terra <Terra.Wallin@ed.gov>	Optional
Petersen, Molly <Molly.Petersen@ed.gov>	Optional

---

**Wednesday, March 08, 2017**

**Time** 8:30 AM – 9:00 AM  
**Subject** ESSA Briefing RE: Monday's Speech  
**Location** Office of the Secretary  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 9:00 AM – 10:00 AM  
**Subject** Meeting with Rabbi Motzen's group  
**Location** Office of the Secretary  
**Show Time As** Busy  
Secretary and staff seated at table, all other around room

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

Time 12:00 PM – 1:00 PM

Subject (b)(5)

Location

Show Time As

-----Original Appointment-----

From: Hammer, Victoria

Sent: Tuesday, March 07, 2017 6:39 PM

To: Hammer, Victoria; Simons, Jane; Becker, Judith; Wallin, Terra;

Barlow, Christine; Kincheloe, Monika; Forrester, Tiffany; Siry, Melissa

Subject: early State plan peer review criteria editing

When: Wednesday, March 08, 2017 12:00 PM-1:00 PM (UTC-05:00)

Eastern Time (US & Canada).

Where: 3W336

Please join if you can.

(b)(5)

(b)(5)

Bring lunch. I will type if people

can stand it.

Victoria

Attendees	Name <E-mail>	Attendance
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Organizer
	Simons, Jane <Jane.Simons@ed.gov>	Required
	Becker, Judith <Judith.Becker@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Jones, Amy <Amy.Jones@ed.gov>	Optional
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Optional

**Time** 3:30 PM – 4:00 PM  
**Subject** Meet with Victoria on ESSA  
**Show Time As** Busy

**Time** 4:00 PM – 4:30 PM  
**Subject** Ebony, Michael, and Warren Meeting  
**Location** Ebony's Office  
**Show Time As** Busy  
Hi Ebony and Michael,

Let me know if this date and time works for the two of you to connect regarding ESSA updates.

Thanks,  
Warren G. Morgan II, Ed.D  
White House Fellow  
US Dept. of Education- Office of the Secretary

Attendees	Name <E-mail>	Attendance
	Morgan, Warren <Warren.Morgan@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

Thursday, March 09, 2017

**Time** 8:00 AM – 9:00 AM  
**Subject** (b)(5)  
**Location** 3E102  
**Show Time As** Tentative

(b)(5)

Thank you,  
Victoria

Attendees	Name <E-mail>	Attendance
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Organizer
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Myers, Shauna <Shauna.Myers@ed.gov>	Required
	Becker, Judith <Judith.Becker@ed.gov>	Required

Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Required
Simons, Jane <Jane.Simons@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Wallin, Terra <Terra.Wallin@ed.gov>	Required
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required

**Time** 8:45 AM – 9:30 AM  
**Subject** Travel to Pentagon  
**Location** Meet Brian at Maryland Entrance at LBJ  
**Show Time As** Busy

**Time** 9:30 AM – 12:00 PM  
**Subject** TAP Executive Council Meeting  
**Location** Pentagon (M&RA Conference Room 2E579)  
**Attachments** (b)(5)

**Show Time As** Busy  
 When: Thursday, March 09, 2017 9:30 AM-12:00 PM. (UTC-05:00)  
 Eastern Time (US & Canada)  
 Where: Pentagon (M&RA Conference Room 2E579)

\*~\*~\*~\*~\*~\*~\*~\*~\*~\*

Dear Messrs. Secretaries and Colleagues:

Good Afternoon, please see the attached slides and read aheads for the TAP Executive Council meeting. The meeting will be hosted by DoD in the Pentagon at the M&RA Conference Room (2E579).

If you need parking and/or an escort, please contact Mario Johnson at 703-614-8696 or email at mario.l.johnson.civ@mail.mil.

Contact Mario if you have any questions.

Thanks,

Attendees	Name <E-mail>	Attendance
	Karin A. Orvis, Ph.D. Director DoD, Transition to Veterans Program Office	
	Orvis, Karin A CIV OSD OSD (US) <karin.a.orvis.civ@mail.mil>	Organizer
	angela.knoll@va.gov <angela.knoll@va.gov>	Required
	ann.m.burkhardt.mil@navy.mil <ann.m.burkhardt.mil@navy.mil>	Required
	Wickham, Anthony A CIV NG NGB (US) <anthony.a.wickham.civ@mail.mil>	Required
	Artis, Wanda L CIV USARMY HQDA ASA MRA (US) <wanda.l.artis.civ@mail.mil>	Required
	Baird, Melvin A (Alex) CIV DODHRA FEPP (US) <melvin.a.baird.civ@mail.mil>	Required
	barbara.carson@sba.gov <barbara.carson@sba.gov>	Required
	Bedenbaughthomas, Meredith C CIV (US) <meredith.bedenbaugh-thomas@va.gov>	Required
	Burnam, Dexter P CIV DODHRA DCPAS (US) <dexter.p.burnam.civ@mail.mil>	Required
	Coleman.Gary.W@DOL.gov <Coleman.Gary.W@DOL.gov>	Required
	Conyers, Ann M CIV OSD (US) <ann.m.conyers.civ@mail.mil>	Required
	Cross.Mika.J@dol.gov <Cross.Mika.J@dol.gov>	Required
	Haldeman, David J CIV USN ASSTSECNAV MRA DC (US) <david.haldeman@navy.mil>	Required
	Randon, Diane M SES USARMY HQDA ASA MRA (US) <diane.m.randon.civ@mail.mil>	Required
	Salo, Donald G Jr SES USARMY HQDA ASA MRA (US) <donald.g.salo2.civ@mail.mil>	Required
	Hoffman, Douglas Gene (Gene) MAJ USARMY CAC (US) <douglas.g.hoffman.mil@mail.mil>	Required
	Dwayne.Mitchell@va.gov <Dwayne.Mitchell@va.gov>	Required

Eric.Brown@opm.gov <Eric.Brown@opm.gov>	Required
Schwartz, Erica G RADM USPHS (US) <erica.g.schwartz@uscg.mil>	Required
hakeem.basheerud-deen@opm.gov <hakeem.basheerud-deen@opm.gov>	Required
Hoffman.Douglas.G@dol.gov <Hoffman.Douglas.G@dol.gov>	Required
Larry, Horace L SES USAF (US) <horace.l.larry.civ@mail.mil>	Required
Horne, Ronald L CIV OSD OUSD P-R (US) <ronald.l.horne3.civ@mail.mil>	Required
Usrey, Jack L COL USARMY HQDA ASA MRA (US) <jack.l.usrey.mil@mail.mil>	Required
Salotti, Janet S CIV NG NGB (US) <janet.s.salotti.civ@mail.mil>	Required
Fedrigio, John A SES USAF SAF-MR (US) <john.a.fedrigio.civ@mail.mil>	Required
Troxell, John W CSM USARMY JS DOM (US) <john.w.troxell.mil@mail.mil>	Required
joseph.lattimer@va.gov <joseph.lattimer@va.gov>	Required
joseph.stallings@sba.gov <joseph.stallings@sba.gov>	Required
Beyler, Juliet M SES (US) <juliet.beyler@navy.mil>	Required
Crowley, Kevin J CIV NG NGB (US) <kevin.j.crowley.civ@mail.mil>	Required
McNeely, Kevin L MG USARMY NG NGB (US) <kevin.l.mcneely.mil@mail.mil>	Required
Castillo, Kimberly A CIV USAF SAF-MR (US) <kimberly.a.castillo10.civ@mail.mil>	Required
Pierce, Lawrence C CIV (US) <lawrence.pierce@va.gov>	Required
Little, Kevin N CIV DODHRA ESGR (US) <kevin.n.little.civ@mail.mil>	Required

Devlin, Margarita VA 00NACE <Margarita.Devlin@va.gov>	Required
Balocki, Marie C SES (US) <marie.balocki@usmc.mil>	Required
mark.toal@dol.gov <mark.toal@dol.gov>	Required
Krueger, Mary V COL USARMY HQDA ASA MRA (US) <mary.v.krueger.mil@mail.mil>	Required
Dubois, Matthew P SES OSD OUSD P-R (US) <matthew.p.dubois4.civ@mail.mil>	Required
Dowling, Maureen <Maureen.Dowling@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Miller, Michael C CIV OSD OUSD P-R (US) <michael.c.miller.civ@mail.mil>	Required
Rado, Mark A CIV USARMY HQDA ASA MRA (US) <mark.a.rado.civ@mail.mil>	Required
Rizkallah, John R Jr CIV (US) <john.r.rizkallah.civ@mail.mil>	Required
Reynolds, Robert VA VACO <rob.reynolds@va.gov>	Required
Robert.Sanders1@va.gov <Robert.Sanders1@va.gov>	Required
Robert.Worley@va.gov <Robert.Worley@va.gov>	Required
Rochette, Lynne M CIV OSD (US) <lynne.m.rochette.civ@mail.mil>	Required
Whaley, Rodney B CIV USCG (US) <rodney.b.whaley@uscg.mil>	Required
Rupert, Amy A CPT USARMY HQDA ASA MRA (US) <amy.a.rupert.mil@mail.mil>	Required
Conlon, Shawn P NAF USMC PFRD-MR (US) <shawn.conlon@usmc.mil>	Required
Cook, Shay CIV (US) <shay.cook@uscg.mil>	Required
Shellenberger.Sam@dol.gov <Shellenberger.Sam@dol.gov>	Required
Deitchman, Stephen K Capt USMC MARFORPAC (US)	Required

<stephen.deitchman@usmc.mil>

Newton, Tamre H CIV USAF AF-A1 (US) Required  
<tamre.h.newton.civ@mail.mil>

Grezik, Terry A SGM USARMY JS OCJCS (US) Required  
<terry.a.grezlik.mil@mail.mil>

Yavorski, Thomas P CIV USN DCNO N1 (US) Required  
<thomas.yavorski@navy.mil>

tonyamia.m.lewis.civ@mail.mil Required  
<tonyamia.m.lewis.civ@mail.mil>

Trader, Christina M CIV OSD OUSD P-R (US) Required  
<christina.m.trader.civ@mail.mil>

Winter.Timothy@dol.gov <Winter.Timothy@dol.gov> Required


Makell, William J Jr CAPT USCG (US) Optional  
<william.j.makell@uscg.mil>

NG NCR NGB ARNG Calendar NGB J1 Programs Optional  
<ng.ncr.ngb-arng.cal.ngb-j1-programs@mail.mil>

Denton, Ivan E - VETS <Denton.Ivan.E@DOL.gov> Optional

Thompson, Brian <Brian.Thompson@ed.gov> Required


---

 **Time** 1:00 PM – 1:30 PM  
**Subject** warren and michael  
**Location** (b)(6)  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Morgan, Warren <Warren.Morgan@ed.gov>	Required

---

**Friday, March 10, 2017**

 **Time** 10:00 AM – 10:30 AM  
**Subject** Developing roll out for release of ESSA state plan template on 3/13 - Final Check in  
**Location** 6c100 or call in  
**Show Time As** Busy  
Scheduling ½ hour for the group to go thru the final rollout plan for 3/13. Thanks.

Call in:  
(b)(6)

Attendees	Name <E-mail>	Attendance
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Zarish-Becknell, Kim <Kim.Zarish-Becknell@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Optional
	Chism, Monique <Monique.Chism@ed.gov>	Optional
	Stratman, Karen <Karen.Stratman@ed.gov>	Optional
	Mould, Jim <Jim.Mould@ed.gov>	Optional
	Webb, Jo Ann <JoAnn.Webb@ed.gov>	Optional
	Quesinberry, Elaine <Elaine.Quesinberry@ed.gov>	Optional
	Ross, Chareese <Chareese.Ross@ed.gov>	Optional
	Ryan, Sam <Sam.Ryan@ed.gov>	Optional
	Wallin, Terra <Terra.Wallin@ed.gov>	Optional
	Petersen, Molly <Molly.Petersen@ed.gov>	Optional
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional

**Time** 1:00 PM – 2:00 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

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**Monday, March 13, 2017**

**Time** 9:45 AM – 10:30 AM  
**Subject** Background Press Call on ESSA state plan template/letter to states/call at 10 a.m. (set up at 9:45)  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

This is to reserve the Secretary's Conference room for the background press call on the ESSA State Plan template on Mon., March 13 at 10 a.m.

Monique Chism will be calling in as a speaker from the CGCS conference. Monique, Please tell the operator that you are a speaker when you call in.

Dial-in number: (b)(6)

Participant pass

Please forward this to any others who need to be in the room.

Thank you,

Elaine

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Quesinberry, Elaine <Elaine.Quesinberry@ed.gov>	Organizer
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Webb, Jo Ann <JoAnn.Webb@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Optional
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Lee, Ebony <Ebony.Lee@ed.gov>	Optional

---

**Time** 1:00 PM – 1:20 PM  
**Subject** Council of the Great City Schools  
**Location** The Mayflower Hotel

**Show Time As**

Busy

Confirmed

1:00 p.m. BDV arrives

1:00 – 1:05 p.m. BDV greets Michael Casserly and Felton Williams

1:05 p.m. Felton Williams introduces BDV

1:08 – 1:20 p.m. BDV delivers remarks

1:25 p.m. BDV is in car en route Marriott Wardman

(b)(6),(b)(7)(F)

to hold room (if necessary), walks from front of room to center podium (no stage) with fixed gooseneck microphone. Press will be open and held at the back. 100-150 attendees expected

**Attendees****Name <E-mail>****Attendance**

DeVos, Betsy &lt;Betsy.DeVos@ed.gov&gt;

Organizer

Brickman, Michael &lt;Michael.Brickman@ed.gov&gt;

Required

Holden, Ronald (Ronald.Holden@ed.gov)  
<Ronald.Holden@ed.gov>

Required

(b)(7)(F)

Required

**Time** 4:00 PM – 5:00 PM**Subject** Beachhead Meeting**Location** Secretary's Conference Room**Show Time As** Busy**Attendees****Name <E-mail>****Attendance**

Toner, Jana &lt;Jana.Toner@ed.gov&gt;

Organizer

(b)(6)

@ed.gov&gt;

Required

Brickman, Michael &lt;Michael.Brickman@ed.gov&gt;

Optional

Eitel, Robert &lt;Robert.Eitel@ed.gov&gt;

Optional

Botel, Jason &lt;Jason.Botel@ed.gov&gt;

Optional

Frendewey, Matthew &lt;Matthew.Frendewey@ed.gov&gt;

Optional

Hansen, Taylor &lt;Taylor.Hansen@ed.gov&gt;

Optional

Chamberlain, Michael &lt;Michael.Chamberlain@ed.gov&gt;

Optional

Oberlies, Michael &lt;Michael.Oberlies@ed.gov&gt;

Optional

Riemer, Jeffrey (Justin) &lt;Jeffrey.Riemer@ed.gov&gt;

Optional

Rigas, Laura &lt;Laura.Rigas@ed.gov&gt;

Optional

Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Eck, Kevin <Kevin.Eck@ed.gov>	Optional
Reynolds, Cody <Cody.Reynolds@ed.gov>	Optional
Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
Holden, Ronald <Ronald.Holden@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

---

**Tuesday, March 14, 2017**

 **Time** 11:00 AM – 12:00 PM

**Subject** Cross-OESE Consolidated State Plan Meeting

**Location** WDCFB6-4C101; WDCFB6-3C100

**Reminder** 10 minutes

**Show Time As** Tentative.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Stern, Jacob <Jacob.Stern@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
	Scott, Tracey <Tracey.Albert@ed.gov>	Required
	OESE.OSS.InternalCalendar <OSS.InternalCalendar@ed.gov>	Required
	Myers, Earl <Earl.Myers@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Bogart, Joanne <Joanne.Bogart@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required

Myers, Shauna <Shauna.Myers@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Behrend, Daniel <Daniel.Behrend@ed.gov>	Required
Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
Churchwell, Nikki <Nikki.Churchwell@ed.gov>	Optional
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Dickard, Norris <Norris.Dickard@ed.gov>	Required
Didlo, Amie <Amie.Didlo@ed.gov>	Required
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Coplin, Julie <Julie.Coplin@ed.gov>	Optional
Randall, Valerie <Valerie.Randall@ed.gov>	Optional
Rowan, Maria <Maria.Rowan@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Cantrell, David <David.Cantrell@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional

---

**Wednesday, March 15, 2017**

**Time** 9:00 AM – 10:00 AM  
**Subject** FW: Experimental Sites  
**Location** COO's CR - 112F3  
**Show Time As** Busy

-----Original Appointment-----

From: Runcie, James

Sent: Friday, March 03, 2017 1:51 PM

To: Runcie, James; Smith, Kathleen; Hansen, Taylor; Riemer, Jeffrey (Justin); Baker, Jeff; Munier, Craig; McGinnis, Colleen

Subject: Experimental Sites

When: Wednesday, March 15, 2017 9:00 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: COO's CR - 112F3

Jim not attending.

Attendees	Name <E-mail>	Attendance
	Runcie, James <James.Runcie@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
	Baker, Jeff <Jeff.Baker@ed.gov>	Required
	Munier, Craig <Craig.Munier@ed.gov>	Required
	McGinnis, Colleen <Colleen.McGinnis@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

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**Time** 12:15 PM – 1:30 PM

**Subject** group edit of revised State plan peer criteria

**Location** 3W100

**Show Time As** Busy

Call-in number:

Dial (b)(6)  
Lead  
Code

We will be in 3W100. Thanks!

Group-

(b)(5)

confusing, I can explain when we meet. I know not everyone will be able to join, but hopefully we will get a critical mass. Also, I know this is lunchtime. I am sorry for that. Feel free to bring your lunch!

Thank you,

<b>Attendees</b>	Victoria	
	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Organizer
	Simons, Jane <Jane.Simons@ed.gov>	Required
	Becker, Judith <Judith.Becker@ed.gov>	Required
	Myers, Shauna <Shauna.Myers@ed.gov>	Required
	Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
	Siry, Melissa <Melissa.Siry@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Barlow, Christine <Christine.Barlow@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required

**Time** 2:00 PM – 3:30 PM  
**Subject** HOLD: SEA Webinar on Consolidated State Plan Requirements  
**Location** WDCFB6-3C100  
**Show Time As** Busy  
 Hi all,

I appreciate the interest in attending today's webinar. At this point, we do not have capacity to accommodate all ED staff in 3C100. Therefore, I ask that only OESE staff view in 3C100. For other offices, please coordinate among your respective program offices to view the webinar together in order to save space on the WebEx.

Webinar 1: Update on consolidated State plan requirements  
 Wednesday, March 15, 2017 2:00-3:30 PM ET  
 Access the webinar [HYPERLINK](https://educateevents1.webex.com/educateevents1/onstage/g.php?MTID=eb04ae65b24626de5c7492390d8ad0bb7)  
 "https://educateevents1.webex.com/educateevents1/onstage/g.php?MTID=eb04ae65b24626de5c7492390d8ad0bb7" here.

Please note that the webinar will be recorded and posted on our website.

Thanks so much for your understanding,  
 Melissa

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer

OESE OSS <OESEOSS@ed.gov>	Required
Myers, Earl <Earl.Myers@ed.gov>	Required
Stern, Jacob <Jacob.Stern@ed.gov>	Required
Bogart, Joanne <Joanne.Bogart@ed.gov>	Required
Martinez, Sarah <Sarah.Martinez@ed.gov>	Required
Barlow, Christine <Christine.Barlow@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Esquith, David <David.Esquith@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Ramirez, Lisa <Lisa.Ramirez@ed.gov>	Required
Jung, Britt <Britt.Jung@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Optional
Scott, Tracey <Tracey.Albert@ed.gov>	Optional
Schmidt, Ashlee <Ashlee.Schmidt@ed.gov>	Optional
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Optional
Miceli, Roberta <Roberta.Miceli@ed.gov>	Optional
Nunez, Mario <Mario.Nunez@ed.gov>	Optional
Spitz, Deborah <Deborah.Spitz@ed.gov>	Optional
Calderon, Brenda <Brenda.Calderon@ed.gov>	Optional

Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional
Rooney, Patrick <Patrick.Rooney@ed.gov>	Optional
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Optional
Miller, Meredith <Meredith.Miller@ed.gov>	Optional
Behrend, Daniel <Daniel.Behrend@ed.gov>	Optional
Shackel, Erin <Erin.Shackel@ed.gov>	Optional
Putney, LaTisha <Latisha.Putney@ed.gov>	Optional
Wright, Cynthia <Cynthia.Wright@ed.gov>	Optional
Richardson, Andre <Andre.Richardson@ed.gov>	Optional
Harwarth, Irene <Irene.Harwarth@ed.gov>	Optional
Bentley-Memon, Millicent <Millicent.Bentley-Memon@ed.gov>	Optional
Fenton, Christopher <Christopher.Fenton@ed.gov>	Optional
Myers, Shauna <Shauna.Myers@ed.gov>	Optional
Oberst, Megan <Megan.Oberst@ed.gov>	Optional
Peasley, Donald <Donald.Peasley@ed.gov>	Optional
Juchniewicz, Adam <Adam.Juchniewicz@ed.gov>	Optional
Tate, Christopher <Christopher.Tate@ed.gov>	Optional
Scott, Jameel <Jameel.Scott@ed.gov>	Optional
Fisher, Collette <Collette.Fisher@ed.gov>	Optional
Smith, Danielle <Danielle.Smith2@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Brice, Porscheoy <Porscheoy.Brice@ed.gov>	Optional
Clark, Jane <Jane.Clark@ed.gov>	Optional
McCord-Jones, Cassandra <Cassandra.McCord-Jones@ed.gov>	Optional

Cox, Katherine <Katherine.Cox@ed.gov>	Optional
Thurmond, Bryan <Bryan.Thurmond@ed.gov>	Optional
Roney, Collette <Collette.Roney@ed.gov>	Optional
Choroser, Stephanie <Stephanie.Choroser@ed.gov>	Optional
Horner-Smith, Mildred <Mildred.Horner-Smith@ed.gov>	Optional
Rashid, Tahira <Tahira.Rashid@ed.gov>	Optional
Hembrey, Tanesha <Tanesha.Hembrey@ed.gov>	Optional
Witt, Elizabeth <Elizabeth.Witt@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Wallin, Terra <Terra.Wallin@ed.gov>	Optional
Butler, James <James.Butler@ed.gov>	Optional
Sadeghi, Lisa <Lisa.Sadeghi@ed.gov>	Optional
Wells, Michael <Michael.Wells@ed.gov>	Optional
Manitaras, Carol <Carol.Manitaras@ed.gov>	Optional
Akinsipe, Jasmine <Jasmine.Akinsipe@ed.gov>	Optional
Carr, Patrick <Patrick.Carr@ed.gov>	Optional
DESAVE <DESAVE@ed.gov>	Optional
Rigling, Kay <Kay.Rigling@ed.gov>	Optional
Liu, Rebecca <Rebecca.Liu@ed.gov>	Optional
Goff, Jessica <Jessica.Goff@ed.gov>	Optional
Lustig, Amy <Amy.Lustig@ed.gov>	Optional
Mellman, Richard <Richard.Mellman@ed.gov>	Optional
Simons, Jane <Jane.Simons@ed.gov>	Optional
Anderson, Michael (OGC) <Michael.Anderson@ed.gov>	Optional
Skinner, Josie <Josie.Skinner@ed.gov>	Optional

Lagaard, Soren <Soren.Lagaard@ed.gov>	Optional
Eichner, Jill <Jill.Eichner@ed.gov>	Optional
Johnson, Patricia <Patricia.Johnson@ed.gov>	Optional
Muhammad, Faatimah <Faatimah.Muhammad@ed.gov>	Optional
Vanze, Shaw <Shaw.Vanze@ed.gov>	Optional
Peternith, Rachel <Rachel.Peternith@ed.gov>	Optional
Joseph, Denise <Denise.Joseph@ed.gov>	Optional
Honeysett, Adam <Adam.Honeysett@ed.gov>	Optional
Budman, Molly <Molly.Budman@ed.gov>	Optional
Zarish-Becknell, Kim <Kim.Zarish-Becknell@ed.gov>	Optional
Petersen, Molly <Molly.Petersen@ed.gov>	Optional
Light, Kimberly <Kimberly.Light@ed.gov>	Optional
Stephenson, Todd <Todd.Stephenson@ed.gov>	Optional
Hilliard, Deirdra <Deirdra.Hilliard@ed.gov>	Optional
Suh, Joseph <Joseph.Suh@ed.gov>	Optional
Harris, Lisa (OGC) <Lisa.Harris@ed.gov>	Optional
Foy Moss, Rita <Rita.Foy.Moss@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Schulz, Eric <Eric.Schulz@ed.gov>	Optional
Bakely, Cole <Cole.Bakely@ed.gov>	Optional
Proctor, Tammy <Tammy.Proctor@ed.gov>	Optional
Garcia, Bernard <Bernard.Garcia@ed.gov>	Optional
Hall, Marilyn <Marilyn.Hall@ed.gov>	Optional
Hernandez-Marshall, Angela <Angela.Hernandez-Marshall@ed.gov>	Optional

Friday, March 17, 2017

**Time** 12:30 PM – 2:30 PM

**Subject** (b)(5)

**Location** 3W100

**Show Time As** Tentative

(b)(5)

We will meet at 12:30.

Thank you for your patience.

Victoria

(b)(5)

Honestly—may not take the full two hours, but just in case.

Thank you for your help.

Victoria

Call-in number:

Dial (b)(6)

Lead

Cod

**Attendees Name <E-mail>**

**Attendance**

Hammer, Victoria <Victoria.Hammer@ed.gov>

Organizer

Wallin, Terra <Terra.Wallin@ed.gov>

Required

Siry, Melissa <Melissa.Siry@ed.gov>

Required

Becker, Judith <Judith.Becker@ed.gov>

Required

Barlow, Christine <Christine.Barlow@ed.gov>

Required

Simons, Jane <Jane.Simons@ed.gov>

Required

Forrester, Tiffany <Tiffany.Forrester@ed.gov>

Required

Brickman, Michael <Michael.Brickman@ed.gov>

Required

**Time** 1:30 PM – 2:30 PM

**Subject** (b)(6)

**Location**

**Show Time As** Busy

**Time** 2:30 PM – 3:00 PM

**Subject** Michael, Ebony Discuss Grant Priorities

**Location** Ebony's Office

**Show Time As** Busy

**Attendees Name <E-mail>**

**Attendance**

Brickman, Michael <Michael.Brickman@ed.gov>

Organizer

Lee, Ebony <Ebony.Lee@ed.gov>

Required

**Time** 4:00 PM – 4:30 PM  
**Subject** Call  
**Show Time As** Busy

Monday, March 20, 2017

**Time** 9:30 AM – 10:30 AM  
**Subject** (b)(6)  
**Location** [REDACTED]  
**Show Time As** Busy

Tuesday, March 21, 2017

**Time** 12:00 PM – 12:30 PM  
**Subject** Call Julia - Chiefs for Change  
**Location** (b)(6)  
**Show Time As** Busy

**Time** 12:30 PM – 1:00 PM  
**Subject** (b)(5)  
**Location** WDCFB6-7C100  
**Show Time As** Busy

(b)(5)

[REDACTED]

Attendees	Name <E-mail>	Attendance
	Ryan, Sam <Sam.Ryan@ed.gov>	Organizer
	Ross, Chareese <Chareese.Ross@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
Chism, Monique <Monique.Chism@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Petersen, Molly <Molly.Petersen@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required

---

**Wednesday, March 22, 2017**

**Time** 2:00 PM – 3:00 PM  
**Subject** HOLD: SEA Webinar on Consolidated State Plan Requirements  
**Location** wdcfb6-3c100  
**Show Time As** Busy  
 Hi all,

The webinar this afternoon will focus on a high-level summary of the peer review process. We will not cover the Peer Review Criteria since it is not yet complete. Those interested can attend in 3C100. Others can access the webinar using the link below; we should have ample space for participants to access individually.

Webinar: Consolidated State plan peer review process  
 Wednesday, March 22, 2017, 2:00-3:00 PM ET  
 Access the webinar [HYPERLINK](https://educateevents1.webex.com/educateevents1/onstage/g.php?MTID=e356836696f79123b45fe81387fd59ba)  
 "https://educateevents1.webex.com/educateevents1/onstage/g.php?MTID=e356836696f79123b45fe81387fd59ba c" here.  
 Thanks,  
 Melissa

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	OESE OSS <OESEOSS@ed.gov>	Required
	Myers, Earl <Earl.Myers@ed.gov>	Required
	Stern, Jacob <Jacob.Stern@ed.gov>	Required
	Bogart, Joanne <Joanne.Bogart@ed.gov>	Required
	Martinez, Sarah <Sarah.Martinez@ed.gov>	Required

Barlow, Christine <Christine.Barlow@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Esquith, David <David.Esquith@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Ramirez, Lisa <Lisa.Ramirez@ed.gov>	Required
Jung, Britt <Britt.Jung@ed.gov>	Required
Miller, Meredith <Meredith.Miller@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Schmidt, Ashlee <Ashlee.Schmidt@ed.gov>	Optional
Scott, Tracey <Tracey.Albert@ed.gov>	Optional
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Optional
Nunez, Mario <Mario.Nunez@ed.gov>	Optional
Spitz, Deborah <Deborah.Spitz@ed.gov>	Optional
Calderon, Brenda <Brenda.Calderon@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional
Rooney, Patrick <Patrick.Rooney@ed.gov>	Optional
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Optional
Behrend, Daniel <Daniel.Behrend@ed.gov>	Optional
Shackel, Erin <Erin.Shackel@ed.gov>	Optional
Putney, LaTisha <Latisha.Putney@ed.gov>	Optional

Wright, Cynthia <Cynthia.Wright@ed.gov>	Optional
Miceli, Roberta <Roberta.Miceli@ed.gov>	Optional
Richardson, Andre <Andre.Richardson@ed.gov>	Optional
Harwarth, Irene <Irene.Harwarth@ed.gov>	Optional
Fenton, Christopher <Christopher.Fenton@ed.gov>	Optional
Bentley-Memon, Millicent <Millicent.Bentley-Memon@ed.gov>	Optional
Myers, Shauna <Shauna.Myers@ed.gov>	Optional
Oberst, Megan <Megan.Oberst@ed.gov>	Optional
Peasley, Donald <Donald.Peasley@ed.gov>	Optional
Juchniewicz, Adam <Adam.Juchniewicz@ed.gov>	Optional
Briggs, Ashley <Ashley.Briggs@ed.gov>	Optional
Tate, Christopher <Christopher.Tate@ed.gov>	Optional
Scott, Jameel <Jameel.Scott@ed.gov>	Optional
Smith, Danielle <Danielle.Smith2@ed.gov>	Optional
Fisher, Collette <Collette.Fisher@ed.gov>	Optional
Clark, Jane <Jane.Clark@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Cox, Katherine <Katherine.Cox@ed.gov>	Optional
Brice, Porscheoy <Porscheoy.Brice@ed.gov>	Optional
Thurmond, Bryan <Bryan.Thurmond@ed.gov>	Optional
Roney, Collette <Collette.Roney@ed.gov>	Optional
Horner-Smith, Mildred <Mildred.Horner-Smith@ed.gov>	Optional
Rashid, Tahira <Tahira.Rashid@ed.gov>	Optional
Hembrey, Tanesha <Tanesha.Hembrey@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional

Butler, James <James.Butler@ed.gov>	Optional
Wells, Michael <Michael.Wells@ed.gov>	Optional
Wallin, Terra <Terra.Wallin@ed.gov>	Optional
Sadeghi, Lisa <Lisa.Sadeghi@ed.gov>	Optional
Manitaras, Carol <Carol.Manitaras@ed.gov>	Optional
Akinsipe, Jasmine <Jasmine.Akinsipe@ed.gov>	Optional
Carr, Patrick <Patrick.Carr@ed.gov>	Optional
Coley, Jerine <Jerine.Coley@ed.gov>	Optional
Muhammad, Faatimah <Faatimah.Muhammad@ed.gov>	Optional
Choroser, Stephanie <Stephanie.Choroser@ed.gov>	Optional
Budman, Molly <Molly.Budman@ed.gov>	Optional
Joseph, Denise <Denise.Joseph@ed.gov>	Optional
Johnson, Patricia <Patricia.Johnson@ed.gov>	Optional
Pugh, Catherine <Catherine.Pugh@ed.gov>	Optional
Zarish-Becknell, Kim <Kim.Zarish-Becknell@ed.gov>	Optional

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**Thursday, March 23, 2017**

**Time** 9:15 AM – 10:30 AM

**Subject** (b)(5)

**Location** Conference Line (b)(6)

**Attachments** (b)(5)

**Show Time As** Busy

Ebony & Michael -

(b)(5)

Thanks - Chris

-----Original Appointment-----

From: Malawer, Hilary  
Sent: Tuesday, March 21, 2017 3:50 PM  
To: Malawer, Hilary; Rooney, Patrick; Chism, Monique; Amann, Amanda; Mar, Sharon EOP/OMB; HYPERLINK "mailto:(b)(6)@omb.eop.gov" (b)(6)@omb.eop.gov  
Cc: Bell-Ellwanger, Jenn; Hammer, Victoria; Siry, Melissa; McFadden, Elizabeth  
Subject: ESSA Consolidated State Plan Peer Review Criteria  
When: Thursday, March 23, 2017 9:30 AM-10:30 AM (UTC-05:00) Eastern Time (US & Canada).  
Where: Conference Line: 866-745-3864. Participant Code: 5885456.

To discuss the ESSA Consolidated State Plan Peer Review Criteria.  
Please forward as appropriate.  
Conference Li (b)(6)  
Participant Co  
Leader Code:

---

From: Malawer, Hilary  
Sent: Monday, March 20, 2017 4:31 PM  
To: 'Mar, Sharon EOP/OMB'  
Cc: Hammer, Victoria; McFadden, Elizabeth; Chism, Monique; Rooney, Patrick; Curet-Rivera, Luz; Amann, Amanda  
Subject: ESSA Consolidated State Plan Peer Review Criteria

Hi Sharon—

(b)(5)

Thanks!

Hilary

Attendees	Name <E-mail>	Attendance
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
	Rooney, Patrick <Patrick.Rooney@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Mar, Sharon EOP/OMB (b)(6)@omb.eop.gov>	Required
	Neil.Danberg@omb.eop.gov (b)(6)@omb.eop.gov>	Required
	Danberg, Neil B. EOP/OMB (b)(6)@omb.eop.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Optional
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Optional
	Siry, Melissa <Melissa.Siry@ed.gov>	Optional
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Optional
	Becker, Judith <Judith.Becker@ed.gov>	Optional
	Simons, Jane <Jane.Simons@ed.gov>	Optional
	Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Optional
	Miller, Meredith <Meredith.Miller@ed.gov>	Optional
	Lee, Ebony <Ebony.Lee@ed.gov>	Optional
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Wyman, Bertram J. EOP/OMB (b)(6)@omb.eop.gov>	Optional
	Derhes, Catherine A. EOP/OMB (b)(6)@omb.eop.gov>	Optional
	Cassell, Mary I. EOP/OMB (b)(6)@omb.eop.gov>	Optional
	Rigling, Kay <Kay.Rigling@ed.gov>	Optional

**Time** 11:00 AM – 12:00 PM  
**Subject** Peer Review Criteria Follow Up  
**Show Time As** Busy

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**Time** 3:30 PM – 4:30 PM  
**Subject** Discuss Speech with Gillum  
**Show Time As** Busy

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**Time** 4:45 PM – 5:00 PM  
**Subject** Micahel Brickman and org  
**Location** 7c105  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Toner, Jana <Jana.Toner@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Friday, March 24, 2017**

**Time** 11:00 AM – 11:45 AM  
**Subject** (b)(6)  
**Location** (b)(6)  
**Show Time As** Busy  
 202-823-7548

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**Time** 12:00 PM – 1:00 PM  
**Subject** (b)(6)  
**Show Time As** Busy

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**Time** 1:30 PM – 2:00 PM  
**Subject** HOLD: ESSA Peer Review Criteria  
**Location** Conference Line (b)(6) Leader: (b)(6) Participant: (b)(6)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Organizer
	Mar, Sharon EOP/OMB (b)(6)@omb.eop.gov	Required
	Cassell, Mary I. EOP/OMB (b)(6)@omb.eop.gov	Required
	W... EOP/OMB (b)(6)@omb.eop.gov	Required
	Derbes, Catherine A. EOP/OMB (b)(6)@omb.eop.gov	Required

Kruger, Kristen L. EOP/OMB (b)(6)@omb.eop.gov	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
Chism, Monique <Monique.Chism@ed.gov>	Required
Siry, Melissa <Melissa.Siry@ed.gov>	Required
Becker, Judith <Judith.Becker@ed.gov>	Required
Simons, Jane <Jane.Simons@ed.gov>	Required
Barlow, Christine <Christine.Barlow@ed.gov>	Required
Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Rigling, Kay <Kay.Rigling@ed.gov>	Required
Danberg, Neil B. EOP/OMB (b)(6)@omb.eop.gov	Required
Malawer, Hilary <Hilary.Malawer@ed.gov>	Optional

---

**Time** 4:30 PM – 5:00 PM

**Subject** Meeting Unified Agenda - Conference Line (b)(6)

**Participant Code** (b)(6)

**Location** WDCFB6-7C100 (b)(6)

**Show Time As** Busy

Conference Li (b)(6)

**Participant Co** (b)(6)

**Leader Code:** (b)(6) (lead)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required

Lee, Ebony <Ebony.Lee@ed.gov>

Required

Monday, March 27, 2017

**Time** 12:00 PM – 12:30 PM

**Subject** Peer Review Briefing

**Location** Office of the Secretary

**Show Time As** Busy

Let's try to find some time (will 30 minutes suffice?) to brief her on Monday if possible. +Sarah to help coordinate.

From: Ebony Lee <HYPERLINK "mailto:Ebony.Lee@ed.gov" Ebony.Lee@ed.gov>

Date: Saturday, March 25, 2017 at 8:35 PM

To: Venable Joshua <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>

Cc: Jason Botel <HYPERLINK "mailto:Jason.Botel@ed.gov" Jason.Botel@ed.gov>, Matthew Frendewey <HYPERLINK

"mailto:Matthew.Frendewey@ed.gov" Matthew.Frendewey@ed.gov>

Subject: Peer Review Criteria

Josh,

(b)(5)

Thanks!

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

EDCalendar <EDCalendar@ed.gov>

Required

(b)(7)(F)

Required

**Time** 4:00 PM – 4:30 PM

**Subject** (b)(6)

**Location**

**Show Time As**

**Tuesday, March 28, 2017**

**Time** 11:00 AM – 12:00 PM

**Subject** (b)(5)

**Location** 2W240

**Reminder** 10 minutes

**Show Time As** Tentative

Agenda for March 27:

See updated room. Please bring your laptop to access OMB Max.

Update and Registration for OMB Max

(b)(5)

Conference line: Telephone Number (Toll Free): (b)(6)  
code (b)(6)

Leader

**Attendees** **Name** <**E-mail**>

**Attendance**

Siry, Melissa <Melissa.Siry@ed.gov>

Organizer

Barlow, Christine <Christine.Barlow@ed.gov>

Required

Pasternak, Sharone <Sharone.Pasternak@ed.gov>

Required

Hammer, Victoria <Victoria.Hammer@ed.gov>

Required

McKinney, Jessica <Jessica.Mckinney@ed.gov>

Required

Scott, Tracey <Tracey.Albert@ed.gov>

Required

OESE.OSS.InternalCalendar  
<OSS.InternalCalendar@ed.gov>

Required

Myers, Earl <Earl.Myers@ed.gov>

Required

Stern, Jacob <Jacob.Stern@ed.gov>

Required

Bogart, Joanne <Joanne.Bogart@ed.gov>


Required

Martinez, Sarah <Sarah.Martinez@ed.gov>

Required

Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Behrend, Daniel <Daniel.Behrend@ed.gov>	Required
Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Rowan, Maria <Maria.Rowan@ed.gov>	Optional
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Dickard, Norris <Norris.Dickard@ed.gov>	Required
Didlo, Amie <Amie.Didlo@ed.gov>	Required
Coplin, Julie <Julie.Coplin@ed.gov>	Optional
Randall, Valerie <Valerie.Randall@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Cantrell, David <David.Cantrell@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional

---

 **Time** 1:00 PM – 2:00 PM

**Subject** GAO Entrance Conference - WIOA Formula Grants and Out-of-School Youth (101305)

**Location** PCP or via (b)(6)

**Attachments** 101305 NOTIFICATION\_LETTER (ED).pdf  
WIOA Youth (101305) - Agenda for Entrance Conference Mar 14.docx

**Show Time As** Tentative

We have rescheduled the entrance conference for GAO's new study, Workforce Innovation and Opportunity Act (WIOA) Formula Grants: State and Local Strategies for Serving Out-of-School Youth (101305). The meeting will be held on March 28, 2017, from 1:00 to 2:00 p.m. ET in Potomac Center Plaza, Room 11-083. We will also have a conference line available:

Call (b)(6)

Cod

OCTAE is the lead office on this study, and Braden Goetz is the main point of contact.

Sharon Stevens


OS/Exec Sec

202-205-4386

Attendees	Name <E-mail>	Attendance
	Stevens, Sharon <Sharon.Stevens@ed.gov>	Organizer
	Goetz, Braden <Braden.Goetz@ed.gov>	Required
	Eshbach, Roseann <Roseann.Eshbach@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Harris, Lisa (OGC) <Lisa.Harris@ed.gov>	Required
	Skinner, Josie <Josie.Skinner@ed.gov>	Required
	Koeppel, Dennis <Dennis.Koeppel@ed.gov>	Required
	Lagaard, Soren <Soren.Lagaard@ed.gov>	Required
	Bolden, Betty <Betty.Bolden@ed.gov>	Required
	Zawada, Michael <MICHAEL.ZAWADA@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	PIO <PIO@ed.gov>	Required
	Dirrigl, Mary Louise <Mary.Louise.Dirrigl@ed.gov>	Required
	March, Greg <Greg.March@ed.gov>	Required
	Cordes, Bill <Bill.Cordes@ed.gov>	Required

Canty, Waquesha <Waquesha.Canty@ed.gov>	Required
Canada, June <June.Canada@ed.gov>	Required
Harris, Lisa L. (OCFO) <Lisa.L.Harris@ed.gov>	Required
Ford, Kim R. <Kim.Ford@ed.gov>	Required
Johnston, Michael <Michael.Johnston@ed.gov>	Required
Koschny, Laura <Laura.Koschny@ed.gov>	Required
Cooke, Geneise <Geneise.Cooke@ed.gov>	Required
Michael, Heidi <Heidi.Michael@ed.gov>	Required
Mould, Jim <Jim.Mould@ed.gov>	Required
Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
Sheriff-Parker, Jennifer <Jennifer.Sheriff-Parker@ed.gov>	Required
Smith, Patrick <Patrick.Smith@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Keenan, Cheryl <Cheryl.Keenan@ed.gov>	Required
Coro, Christopher <Christopher.Coro@ed.gov>	Required
Sinclair, Francine <Francine.Sinclair@ed.gov>	Required
Cummins, Keith <Keith.Cummins@ed.gov>	Required
Chien, Grace <Grace.Chien@ed.gov>	Required
Wilson, Linda <Linda.Wilson@ed.gov>	Required
Dixon, Doris <Doris.Dixon@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Vitelli, Edward <Edward.Vitelli@ed.gov>	Required
Warner, Delores <Delores.Warner@ed.gov>	Required
McLaughlin, John <John.McLaughlin@ed.gov>	Optional
Didlo, Amie <Amie.Didlo@ed.gov>	Optional

Banks, Amy <Amy.Banks@ed.gov> Optional  
Robertson, Elyse <Elyse.Robertson@ed.gov> Optional

 **Time** 4:30 PM – 5:00 PM  
**Subject** Unified Agenda--Supplemental Priorities  
**Location** 6E231  
**Show Time As** Busy  
(b)(5)  
**Attendees**

Name <E-mail>	Attendance
Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Wednesday, March 29, 2017**

 **Time** 10:00 AM – 10:30 AM  
**Subject** Michael and Patrick Meet  
**Location** Patrick's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Young, Patrick <Patrick.Young@ed.gov>	Required

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**Thursday, March 30, 2017**

 **Time** 2:00 PM – 3:30 PM  
**Subject** ESSA Webinar  
**Location** <https://educateevents1.webex.com/educateevents1/onstage/g.php?MTID=e3a66c6760a8f845bc2d52979abe6c1c9>  
**Show Time As** Busy  
Dear Colleague,

I am pleased to let you know that we have released today on our website the State Plan Peer Review Criteria for Title I, Part A; Title III, Part A; and the Education for Homeless Children and Youths Program under the McKinney-Vento Act. For convenience, I am attaching it to this message. The document, as well as all information about the consolidated State plans, is available on our website [HYPERLINK "https://www2.ed.gov/admins/lead/account/stateplan17/plans.html"](https://www2.ed.gov/admins/lead/account/stateplan17/plans.html) here. As we mentioned in our webinar last week, this document focuses on these three programs because the peer review of the consolidated State plans will include only these three programs, which the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA), requires to be peer reviewed. For all other sections of the consolidated State plans, Department staff will review the State's submission.

This document aligns with the HYPERLINK "https://www2.ed.gov/admins/lead/account/stateplan17/revisedessastateplanguidance.docx" Revised State Template for the Consolidated State Plan that was released on March 13, 2017. The State Plan Peer Review Criteria is intended to help ensure that each State submits a complete State plan and to help guide the peer reviewers in making recommendations to the Secretary as to whether each State plan meets the requirements in the Revised State Template for the Consolidated State Plan for those programs that are subject to peer review.

The document presents each of the requirements in the Revised State Template for the Consolidated State Plan in the form of questions, broken down into smaller segments than the requirements in the template. In this way, States can more easily check if they have met all of the requirements and peers can evaluate whether each State has met all of the requirements.

We have scheduled a webinar later this week to walk through the State Plan Peer Review Criteria. Please use the link below to access this week's webinar.

Webinar: State Plan Peer Review Criteria  
Thursday, March 30, 2017, 2:00-3:30 PM ET  
Access the webinar HYPERLINK "https://educateevents1.webex.com/educateevents1/onstage/g.php?MTID=e3a66c6760a8f845bc2d52979abe6c1c 9" here.

Please direct any questions to your contact in the Office of State Support at OSS.[State name]@ed.gov (e.g., HYPERLINK "mailto:OSS.NewHampshire@ed.gov" OSS.NewHampshire@ed.gov).


Thank you again for the hard work I know you are doing to transition to the ESSA.

Monique Chism, Ph.D.  
Acting Assistant Secretary  
Office of Elementary and Secondary Education  
U.S. Department of Education

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required

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#### Friday, March 31, 2017

 **Time** 1:30 PM – 2:00 PM  
**Subject** Meeting Michael and Jason  
**Location** Jason's Office 7W307  
**Show Time As** Busy  
Please let me know if this works for your schedule.

Background:

Hi Paula, can you please find time for Michael and me next week or if it's too tight early the following?

Sent from my iPhone

Attendees	Name <E-mail>	Attendance
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Time** 2:00 PM – 3:00 PM  
**Subject** Meet with Dane  
**Show Time As** Busy

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**Monday, April 03, 2017**

**Time** 2:30 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** Ebony's Office  
**Show Time As** Busy  
(b)(5)

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

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**Time** 4:00 PM – 4:30 PM  
**Subject** Priorities  
**Location** Bob's Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Tuesday, April 04, 2017**

**Time** 11:00 AM – 11:30 AM  
**Subject** Cross-OESE Consolidated State Plan Meeting  
**Location** WDCFB6-3C100  
**Reminder** 10 minutes  
**Show Time As** Busy  
Updated Conference line: Telephone Number (Toll Free): (b)(6)  
(b)(6)

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer

Stern, Jacob <Jacob.Stern@ed.gov>	Required
Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
Didlo, Amie <Amie.Didlo@ed.gov>	Required
Barlow, Christine <Christine.Barlow@ed.gov>	Required
Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
Scott, Tracey <Tracey.Albert@ed.gov>	Required
OESE.OSS.InternalCalendar <OSS.InternalCalendar@ed.gov>	Required
Myers, Earl <Earl.Myers@ed.gov>	Required
Bogart, Joanne <Joanne.Bogart@ed.gov>	Required
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Required
Myers, Shauna <Shauna.Myers@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Behrend, Daniel <Daniel.Behrend@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Dickard, Norris <Norris.Dickard@ed.gov>	Required
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Coplin, Julie <Julie.Coplin@ed.gov>	Optional
Rowan, Maria <Maria.Rowan@ed.gov>	Optional

Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Randall, Valerie <Valerie.Randall@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Cantrell, David <David.Cantrell@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional

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**Time** 1:00 PM – 2:00 PM  
**Subject** FW: Freedom of Information Act Training  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 There is a Freedom of Information Act Training today at 1. See below.

-----Original Appointment-----

From: Toner, Jana On Behalf Of Siegelbaum, Jill  
 Sent: Friday, March 24, 2017 12:56 PM  
 To: Siegelbaum, Jill; Eitel, Robert; Frendewey, Matthew; Goad, Robert; Holden, Ronald; Ham, Holly; Hudson, Alexandra; Jones, Amy; Kossack, Andrew; Lee, Ebony; Oberlies, Michael; Manning, James; Reynolds, Cody; Riemer, Jeffrey (Justin); Rigas, Laura; Ruddock, Neil; Shaheen, Patrick; [HYPERLINK "mailto:Dougie.Simmons@ED.gov"](mailto:Dougie.Simmons@ED.gov)  
 Dougie.Simmons@ED.gov; Smith, Kathleen; Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Ward, Jerry; Young, Patrick; Rosenfelt, Phil; Sasser, Tracey; Kim, Eun (OGC); Mayo-Tall, Karen; Wilson, Lauren; Styles, Kathleen; Smith, Gregory; Wehausen, Robert  
 Cc: Cox-Roush, Deborah; Caliguiran, Arthur; Arrington, Angela  
 Subject: Freedom of Information Act Training  
 When: Tuesday, April 04, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Secretary's Conference Room (OS Managed)

Good afternoon, all –

As you may have heard, the Freedom of Information Act (FOIA) can be a hot button topic in the federal government. Not to worry: the Office of the General Counsel and FOIA Service Center are providing training to answer all your FOIA questions, including:

What are our obligations under FOIA?  
 Who can file a FOIA request?  
 What records fall within the reach of FOIA?  
 Does FOIA allow us to protect any of our records from disclosure?

What are the most common types of FOIA issues raised at the Department?  
What do we do if we receive a FOIA request?

Please join us for this informational training, and learn how we at ED put the “fun” in FOIA!

Jill Siegelbaum  
OGC

Attendees	Name <E-mail>	Attendance
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Freundewey, Matthew <Matthew.Freundewey@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Justin.Riemer@ED.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Dougie.Simmons@ED.gov <Dougie.Simmons@ED.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Required

Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
Mayo-Tall, Karen <Karen.Mayo-Tall@ed.gov>	Required
Wilson, Lauren <Lauren.Wilson@ed.gov>	Required
Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
Smith, Gregory <Gregory.Smith@ed.gov>	Required
Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Optional
Arrington, Angela <Angela.Arrington@ed.gov>	Optional
Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional
Botel, Jason <Jason.Botel@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Optional
Eck, Kevin <Kevin.Eck@ed.gov>	Optional

---

**Time** 4:30 PM – 5:15 PM  
**Subject** Kara / Michael Chat  
**Location** EEOB 166

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	McKee, Kara L. EOP/WHO	Organizer
	(b)(6) @who.eop.gov>	
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Wednesday, April 05, 2017**

**Time** 10:30 AM – 11:00 AM  
**Subject** Michael & Kathleen Discuss POC Priorities and Milestones  
**Location** Kathleen's Office

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Thursday, April 06, 2017**

**Time** 9:00 AM – 11:30 AM  
**Subject** 2017 Bradley Symposium  
**Location** Four Seasons Hotel Washington DC 2800 Pennsylvania Avenue Northwest Washington, DC 20007

**Show Time As** Busy  
For details, click here: <https://www.eventbrite.com/e/2017-bradley-symposium-tickets-31762449341>

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**Time** 3:00 PM – 4:00 PM  
**Subject** FY17 OPR Department Priorities Feedback Review Session  
**Location** Phillip's Office - 7W200

**Show Time As** Busy  
UPDATE 4/6/17: Moving this meeting to 3PM per Holly's request. Unfortunately, the room isn't available at 3PM so we will meet in Phillip's office. Thank you!

Hello Everyone,

As we discussed in Monday's meeting, we will meet with Holly on Thursday to go over the feedback for the FY17 OPR Department Priorities.

Thank you,  
Ashley

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Barkakati, Ashley <Ashley.Barkakati@ed.gov>	Organizer
	McHugh, Erin <Erin.McHugh@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required

Juengst, Phillip <Phillip.Juengst@ed.gov> Required  
Brickman, Michael <Michael.Brickman@ed.gov> Optional

**Time** 3:30 PM – 4:00 PM  
**Subject** Discuss Secretary's Priorities  
**Location** WDCFB6-7E101  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Goad, Robert <Robert.Goad@ed.gov>	Required
Lee, Ebony (Ebony.Lee@ed.gov) <Ebony.Lee@ed.gov>	Required
WDCFB6-7E101 <WDCFB6-7E101@ed.gov>	Resource

**Friday, April 07, 2017**

**Time** 10:00 AM – 10:30 AM  
**Subject** (b)(6)  
**Show Time As** Busy

**Time** 3:00 PM – 4:00 PM  
**Subject** FW: GAO ESSA Flexibility and Accountability (101300)  
**Location** 3C100 LBJ  
**Attachments** ALL\_STAFF-#2047493-v3-  
QUESTIONS\_FOR\_THE\_DEPARTMENT\_OF\_EDUCATION\_(4\_7\_17)  
.....docx  
**Show Time As** Busy

From: WDCFB6-3C100  
Sent: Thursday, April 6, 2017 9:23:43 PM UTC  
To: WDCFB6-3C100; Rooney, Patrick; Miceli, Roberta; Wallin, Terra; Rosenfelt, Phil; Sweeney, Alexandra; Crum, Laurette; 'Bowman, Melinda (Mindy) F'; 'Cosentino, ';; 'Keller, ' Cc: Miller, Meredith; Conaty, Joe; Siry, Melissa; Hammer, Victoria; Barlow, Christine; Simons, Jane; Washington, Mark; Koepfel, Dennis; Lee, Ebony  
Subject: FW: GAO ESSA Flexibility and Accountability (101300)  
When: Friday, April 7, 2017 7:00 PM-8:00 PM.  
Where: 3C100 LBJ

-----Original Appointment-----

From: WDCFB6-3C100  
Sent: Thursday, March 23, 2017 1:44 PM  
To: WDCFB6-3C100; Rooney, Patrick; Miceli, Roberta; Wallin, Terra; Rosenfelt, Phil; Sweeney, Alexandra; Crum, Laurette; 'Bowman,

Melinda (Mindy) F'; 'Cosentino, 'Keller,'  
Cc: Miller, Meredith; Conaty, Joe; Siry, Melissa; Hammer, Victoria;  
Barlow, Christine; Simons, Jane; Washington, Mark; Koepfel, Dennis  
Subject: GAO ESSA Flexibility and Accountability (101300)  
When: Friday, April 07, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern  
Time (US & Canada).  
Where: 3C100 LBJ

Please see attached below Discussion Topics and Questions for the  
meeting on Friday, April 7 at 3:00pm in Room 3C100.

<objattph://>

GAO Follow Up Meeting to the ESSA Flexibility and Accountability  
Study. (Entrance Conference held February 22, 2017).

A list of Discussion Topics will be provided prior to the meeting.


Conference Call Number: (b)(6)

Attendees	Name <E-mail>	Attendance
	WDCFB6-3C100 <WDCFB6-3C100@ed.gov>	Organizer
	Rooney, Patrick <Patrick.Rooney@ed.gov>	Required
	Miceli, Roberta <Roberta.Miceli@ed.gov>	Required
	Wallin, Terra <Terra.Wallin@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Sweeney, Alexandra <Alexandra.Sweeney@ed.gov>	Required
	Crum, Laurette <Laurette.Crum@ed.gov>	Required
	'Bowman, Melinda (Mindy) F' <BowmanM@gao.gov>	Required
	'Cosentino, ' <Nancy@gao.gov>	Required
	'Keller, ' <Bill@gao.gov>	Required
	Miller, Meredith <Meredith.Miller@ed.gov>	Optional
	Conaty, Joe <Joseph.Conaty@ed.gov>	Optional
	Siry, Melissa <Melissa.Siry@ed.gov>	Optional
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Optional
	Barlow, Christine <Christine.Barlow@ed.gov>	Optional

Simons, Jane <Jane.Simons@ed.gov>	Optional
Washington, Mark <Mark.Washington@ed.gov>	Optional
Koeppel, Dennis <Dennis.Koeppel@ed.gov>	Optional
Lee, Ebony <Ebony.Lee@ed.gov>	Optional
Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional


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**Monday, April 10, 2017**


 **Time** 9:30 AM – 10:30 AM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
(b)(6)	Required

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 **Time** 12:00 PM – 12:30 PM  
**Subject** Talk to Jason Botel  
**Show Time As** Busy

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 **Time** 3:30 PM – 4:00 PM  
**Subject** Talk to Jana  
**Show Time As** Busy

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 **Time** 5:00 PM – 5:30 PM  
**Subject** FW: Van Wert, OH Visit Planning Meeting  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
 -----Original Appointment-----  
 From: Delahunty, Sarah  
 Sent: Monday, April 10, 2017 12:26 PM  
 To: Delahunty, Sarah; Ventimiglia, Eric; Bailey, Nathan; Frendewey, Matthew; Lee, Ebony; Holden, Ronald  
 Subject: Van Wert, OH Visit Planning Meeting  
 When: Monday, April 10, 2017 5:00 PM-5:30 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Secretary's Conference Room

Preliminary planning call to discuss trip logistics prior to call with AFT.  
 Let me know if anyone should be added.

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

**Tuesday, April 11, 2017**

**Time** 3:30 PM – 4:00 PM

**Subject** FW: Planning Call with AFT

**Location** Conference Line (b)(6)

(b)(6)

**Show Time As** Busy

-----Original Appointment-----

From: Delahunty, Sarah

Sent: Monday, April 10, 2017 1:44 PM

To: Delahunty, Sarah; Frendewey, Matthew; Bailey, Nathan; Lee, Ebony; Holden, Ronald

Subject: Planning Call with AFT

When: Tuesday, April 11, 2017 3:30 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Conference Line: (b)(6)

Participant (b)(6)

Dial: (b)(6)

Leader (b)(6) h & ED Staff)

Participant (b)(6) AFT)

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

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**Time** 4:00 PM – 4:30 PM  
**Subject** Call with Carney McCullough  
**Location** Incoming to desk  
**Show Time As** Busy

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**Wednesday, April 12, 2017**

**Time** 8:30 AM – 9:30 AM  
**Subject** (b)(6)  
**Location** [Redacted]  
**Show Time As** Busy

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**Time** 9:30 AM – 10:00 AM  
**Subject** (b)(5)  
**Location** WDCFB6-7C101  
**Show Time As** Busy  
(b)(5)  
[Redacted]

Let me know

Ebony – for your info and permission

Attendees	Name <E-mail>	Attendance
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 5:30 PM – 6:30 PM  
**Subject** (b)(6)  
**Show Time As** Busy

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**Time** 5:45 PM – 6:15 PM  
**Subject** Discuss POC Priorities  
**Location** Ebony's Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

---

**Thursday, April 13, 2017**

**Time** 10:00 AM – 10:30 AM  
**Subject** HOLD for pauline abernathy

**Location** WDCFB6-7C101

**Show Time As** Busy

In case you want to sit in on a meeting with TICAS – she wrote a while ago and when I had my email melt down, it got lost so I felt bad and set this up = she will be more policy related to TICAS I think....she knows too just a listening session.

Happy to have you join.

**Attendees** **Name <E-mail>**

Smith, Kathleen <Kathleen.Smith@ed.gov>

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required

---

**Time** 10:30 AM – 11:00 AM

**Subject** Van Wert Follow Up

**Show Time As** Busy

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**Time** 3:00 PM – 4:00 PM

**Subject** Executive Secretariat Briefing

**Location** Secretary's Conference Room (OS Managed)

**Show Time As** Busy

Hi all,

Throughout the last several weeks, many of you have assisted in clearing documents through the ExecSec process. Thank you for your help in reviewing and editing these documents.

This meeting will provide a briefing on ExecSec and all of their processes.

Thanks,  
Eric

**Attendees** **Name <E-mail>**

Venable, Joshua <Joshua.Venable@ed.gov>

**Attendance**

Organizer

Bailey, Nathan <Nathan.Bailey@ed.gov>

Required

Botel, Jason <Jason.Botel@ed.gov>

Required

Brickman, Michael <Michael.Brickman@ed.gov>

Required

Buchesky, Stanley <Stanley.Buchesky@ed.gov>

Required

Chamberlain, Michael <Michael.Chamberlain@ed.gov>

Required

Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

Eck, Kevin <Kevin.Eck@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
Winters, Deborah <Deborah.Winters@ed.gov>	Required
Naber, Dianne <Dianne.Naber@ed.gov>	Required



**Time** 4:00 PM – 4:30 PM  
**Subject** Call with Ohio DOE

Show Time As Busy


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Friday, April 14, 2017

 **Time** 10:30 AM – 11:00 AM  
**Subject** Meeting: Josh Venable, Michael Brickman  
**Location** COS Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required


---

 **Time** 3:30 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** WDCFB6-7E101  
**Show Time As** Busy  
**Attendees**

**Number** (b)(6)  
**Leader C** (b)(6)  
**Participa** (b)(6)

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Lee, Ebony (Ebony.Lee@ed.gov) <Ebony.Lee@ed.gov>	Required
Cordes, Bill <Bill.Cordes@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
WDCFB6-7E101 <WDCFB6-7E101@ed.gov>	Resource
Washington, Mark <Mark.Washington@ed.gov>	Optional
Coley, Jerine <Jerine.Coley@ed.gov>	Optional


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 **Time** 4:00 PM – 4:30 PM  
**Subject** Discuss Supplemental Grant Priorities  
**Location** WDCFB6-7E101  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
WDCFB6-7E101 <WDCFB6-7E101@ed.gov>	Resource


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**Monday, April 17, 2017**

 **Time** 10:00 AM – 10:30 AM  
**Subject** Meeting with Alliance for Excellent Education  
**Location** WDCFB6-7C100  
**Show Time As** Busy


<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Nikki McKinney <nmckinney@all4ed.org>	Required
	Phillip Lovell <plovell@all4ed.org>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Monica Almond <malmond@all4ed.org>	Optional

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 **Time** 10:30 AM – 11:00 AM  
**Subject** (b)(6)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer

---

 **Time** 1:00 PM – 1:30 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

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**Tuesday, April 18, 2017**

 **Time** 8:30 AM – 9:00 AM  
**Subject** FW: Call to discuss RMS OPR Dept. Priorities #1 and #2  
**Location** Conference Call  
**Show Time As** Busy

-----Original Appointment-----  
From: Otter, Tina  
Sent: Friday, April 14, 2017 5:28 PM  
To: Otter, Tina; Maestri, Phil; Ham, Holly; McHugh, Erin; Juengst, Phillip; Barkakati, Ashley  
Cc: Brickman, Michael  
Subject: Call to discuss RMS OPR Dept. Priorities #1 and #2  
When: Tuesday, April 18, 2017 8:30 AM-9:00 AM (UTC-05:00) Eastern Time (US & Canada).  
Where: Conference Call

Purpose of Conference Call: To discuss RMS OPR Department Priorities # 1 and # 2.

Materials: Attached -- RMS FY17 OPR Department Priorities and milestones from 1/25/17 including OS Comments.  
objattph://"

Conference Call Number & Code:

Dial-in Number: (b)(6)

Participant Access

Thank you,

Tina Otter  
ODS/Risk Management Service (RMS)  
202-245-8279

Attendees	Name <E-mail>	Attendance
	Otter, Tina <Tina.Otter@ed.gov>	Organizer
	Maestri, Phil <Phil.Maestri@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	McHugh, Erin <Erin.McHugh@ed.gov>	Required
	Juengst, Phillip <Phillip.Juengst@ed.gov>	Required
	Barkakati, Ashley <Ashley.Barkakati@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

**Time** 11:00 AM – 11:30 AM  
**Subject** FW: Invitation: Introductory call with Kathleen Smith @ Tue Apr 18, 2017 8am - 8:30am (PDT) (kathleen.smith@ed.gov)  
**Location** Kathleen please call Brian @ 415-860-6609  
**Show Time As** Busy  
if you'd like to join

-----Original Appointment-----

From: Brian Gunn [mailto:bgunn@measureone.com]  
Sent: Tuesday, April 11, 2017 10:41 AM  
To: Brian Gunn; Smith, Kathleen  
Subject: Invitation: Introductory call with Kathleen Smith @ Tue Apr 18, 2017 8am - 8:30am (PDT) ( HYPERLINK "mailto:kathleen.smith@ed.gov" kathleen.smith@ed.gov)  
When: Tuesday, April 18, 2017 11:00 AM-11:30 AM (UTC-05:00)

Eastern Time (US & Canada).  
Where: Kathleen please call Brian @ 415-860-6609

more details »

Introductory call with Kathleen Smith  
Email string....

Date: Tue, Apr 4, 2017 at 7:40 AM  
Subject: Re: Reconnecting  
To: "Smith, Kathleen"

Kathleen, circling back to see if you have any availability next week to do a quick 15 minute intro call? Please let me know your availability. Think there are a number of areas where MeasureOne could assist you with student loan data & analytics.

Best,

Brian

Brian Gunn

Managing Director, Sales & Client Services

100 Broadway, San Francisco, CA 94111

415-860-6609 | 1-844-REACH-M1

Thanks – happy to get an update – I need a bit of time to get settled. If you would ping me in another two weeks or so I am happy to discuss.

Thanks Diane – hope all is well.

Have a good day

Kathleen

From: Brian Gunn [mailto:[bgunn@measureone.com](mailto:bgunn@measureone.com)]

Sent: Tuesday, March 14, 2017 6:58 PM

To: Smith, Kathleen

Subject: Re: Reconnecting

Thanks, Diane.

Kathleen, please let me know when you have a second to touch base. I can quickly give you an update on the reporting MeasureOne is doing in the private student loan space (including working with EFC). As Diane mentioned, we are also working closely with schools to address issues they are having with repayment rate analysis.

Look forward to connecting.

Best,

Brian

Brian Gunn

Managing Director, Sales & Client Services

100 Broadway, San Francisco, CA 94111 415-860-6609 | 1-844-REACH-

M1 HYPERLINK "mailto:[bgunn@measureone.com](mailto:bgunn@measureone.com)"

[bgunn@measureone.com](mailto:bgunn@measureone.com) | HYPERLINK

"http://www.measureone.com" www.measureone.com

On Tue, Mar 14, 2017 at 1:10 PM, diane jones wrote:

Hi Kathleen,

Hope you are well and having fun in your new role!

You may have met Brian Gunn when you were with EFC, but in case you didn't, I wanted to introduce (or reconnect) you via email. Brian is with MeasureOne, a data and analytics firm that does work with student lenders. Given all of the questions about repayment rate calculations, I think Brian has some unique insight that could be helpful to the Department. I'll let him tell you the details, but it would be great for the two of you to meet or at least chat by phone.

So, Kathleen meet Brian, and Brian meet Kathleen!

Best

Diane

Sent from my iPhone

Thank you,

Samantha Gomes

Sales & Marketing Coordinator | MeasureOne, Inc.

Cell: 949.533.4559

Email: HYPERLINK "mailto:sgomes@measureone.com"

sgomes@measureone.com

When Tue Apr 18, 2017 8am – 8:30am Pacific Time

Where Kathleen please call Brian @ 415-860-6609 (map)

Calendar HYPERLINK "mailto:kathleen.smith@ed.gov"

kathleen.smith@ed.gov

Who • Brian Gunn - organizer

- Samantha Gomes - creator

- HYPERLINK "mailto:kathleen.smith@ed.gov"

kathleen.smith@ed.gov

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account HYPERLINK

"mailto:kathleen.smith@ed.gov" kathleen.smith@ed.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event.

Alternatively you can sign up for a Google account at

<https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)

\*\*\*\*\*  
\*\*\*\*\*

This message may contain confidential or proprietary information intended only for the use of the addressee(s) named above or may contain information that is legally privileged. If you are not the intended addressee, or the person responsible for delivering it to the intended addressee, you are hereby notified that reading, disseminating, distributing or copying this message is strictly prohibited. If you have received this message by mistake, please immediately notify us by replying to the message and delete the original message and any copies immediately thereafter.

Thank you.

\*\*\*\*\*  
\*\*\*\*\*

MeasureOne Legal

Attendees	Name <E-mail>	Attendance
	Brian Gunn <bgunn@measureone.com>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Time** 3:30 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** 7W200  
**Show Time As** Busy  
Discuss the following questions –

(b)(5)

Attendees	Name <E-mail>	Attendance
	McHugh, Erin <Erin.McHugh@ed.gov>	Organizer
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
	Kean, Larry <Larry.Kean@ed.gov>	Required
	Barkakati, Ashley <Ashley.Barkakati@ed.gov>	Required
	Juengst, Phillip <Phillip.Juengst@ed.gov>	Required

Brickman, Michael <Michael.Brickman@ed.gov> Required

Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov> Optional

---

**Wednesday, April 19, 2017**

**Time** 10:30 AM – 11:00 AM

**Subject** (b)(6)

**Location**

**Show Time As** Busy

**Attendees** **Name <E-mail>**

Brickman, Michael <Michael.Brickman@ed.gov>

**Attendance**

Organizer

(b)(6)

Required

---

**Time** 11:30 AM – 12:00 PM

**Subject** Michael and Ebony Talk Van Wert

**Location** Ebony's Office

**Show Time As** Busy

**Attendees** **Name <E-mail>**

Brickman, Michael <Michael.Brickman@ed.gov>

**Attendance**

Organizer

Lee, Ebony <Ebony.Lee@ed.gov>

Required

---

**Time** 1:30 PM – 2:00 PM

**Subject** Follow-up with Brickman

**Location** COS Office

**Show Time As** Busy

Mike – I apologize, however we need to push to Wednesday as Josh will be traveling with POTUS and Secretary to the Badger State tomorrow...

**Attendees** **Name <E-mail>**

Venable, Joshua <Joshua.Venable@ed.gov>

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required

---

**Thursday, April 20, 2017**

**Time** 10:00 AM – 10:30 AM

**Subject** Follow Up on Secretary's Supplemental Priorities

**Location** WDCFB6-7C101

**Show Time As** Busy

**Attendees** **Name <E-mail>**

Brickman, Michael <Michael.Brickman@ed.gov>

**Attendance**

Organizer

Goad, Robert <Robert.Goad@ed.gov>

Required

Lee, Ebony (Ebony.Lee@ed.gov) <Ebony.Lee@ed.gov> Required  
Ham, Holly <Holly.Ham@ed.gov> Required  
Eitel, Robert <Robert.Eitel@ed.gov> Required  
Botel, Jason <Jason.Botel@ed.gov> Required  
WDCFB6-7C101 <WDCFB6-7C101@ed.gov> Resource

**Time** 12:30 PM – 1:00 PM  
**Subject** Talk to Ebony  
**Show Time As** Busy

Friday, April 21, 2017

**Time** 12:30 PM – 1:00 PM  
**Subject** (b)(6)  
**Show Time As** Busy

**Time** 5:00 PM – 5:30 PM  
**Subject** (b)(6)  
**Location**  
**Show Time As** Busy

Monday, April 24, 2017

**Time** 12:00 PM – 1:00 PM  
**Subject** (b)(6)  
**Location**  
**Show Time As** Busy

**Time** 2:30 PM – 3:00 PM  
**Subject** (b)(5)  
**Location** phone call  
**Show Time As** Busy  
My number is 202 401-6004.

From: Brickman, Michael  
Sent: Monday, April 24, 2017 10:44 AM  
To: Schlichter, Levon; Malawer, Hilary  
Cc: Collins, Jackie; Kole, Adina  
Subject: RE: (b)(5)

(b)(5)

Thanks all. Adina, I'm available this PM between 1-4

From: Schlichter, Levon  
Sent: Monday, April 24, 2017 10:02 AM  
To: Brickman, Michael; Malawer, Hilary  
Cc: Collins, Jackie; Kole, Adina

(b)(5)

From: Brickman, Michael  
Sent: Monday, April 24, 2017 8:48 AM  
To: Malawer, Hilary; Schlichter, Levon  
Cc: Collins, Jackie

(b)(5)

Michael

From: Collins, Jackie  
Sent: Wednesday, April 19, 2017 9:53 AM  
To: Cunningham, Phavy; Guenther, Margaret; Sheehan, Richard;  
Cooke, Geneise; Lee, Ebony; Brickman, Michael; Sackett, Chase;  
Saunders, Azilea; Alfuth, Jon; Manning, James; Conaty, Joe; Juengst,  
Phillip; Miller, Meredith; Botel, Jason; Buchesky, Stanley; Johnson,  
Sandra; Williams, Bradie; McFadden, Elizabeth; Amann, Amanda;  
Smith, Richard; IC DocketMgr; Butler, Connie; Richburg, Martin;  
Howard, Pat; Reid, Hugh; Goetz, Braden; Sweeney, Alexandra; March,  
Greg; Sepulveda, Anthony; Zhang, Fengju; Michael, Heidi; Betka, Sue;  
Cahalan, Teresa; Mahaffie, Lynn; Brickman, Michael; Sheriff-Parker,  
Jennifer; Hodel, Hannah; Hodel, Hannah; Baker, Jeff  
Cc: Schlichter, Levon; Malawer, Hilary; Bolden, Betty; Butler, James;  
Petersen, Molly; Hester, Allison; Wilson, Linda; Sanders, P.J.; Johnston,  
Michael; Kole, Adina; Eichner, Jill

(b)(5)

Importance: High

All:


(b)(5)

Thank you,  
Jackie Collins

Attendees	Name <E-mail>	Attendance
	Kole, Adina <Adina.Kole@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Schlichter, Levon <Levon.Schlichter@ed.gov>	Optional
	Collins, Jackie <Jackie.Collins@ed.gov>	Optional


---

**Tuesday, April 25, 2017**

 **Time** 11:30 AM – 12:00 PM  
**Subject** Michael and Rob Meet  
**Location** Robs Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Goad, Robert <Robert.Goad@ed.gov>	Required

---

 **Time** 1:00 PM – 2:00 PM

**Subject** Lunch  
**Show Time As** Busy

**Time** 3:00 PM – 3:30 PM  
**Subject** Call Hilary  
**Location** 2024016148  
**Show Time As** Busy

**Time** 4:00 PM – 5:00 PM  
**Subject** (b)(6)  
**Location** [REDACTED]  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
(b)(6)	Required

**Wednesday, April 26, 2017**

**Time** 10:30 AM – 11:00 AM  
**Subject** (b)(6)  
**Location** [REDACTED]  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
(b)(6)	Required

**Time** 12:30 PM – 1:00 PM  
**Subject** Michael and Ebony Meet  
**Location** Ebony's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Lee, Ebony (Ebony.Lee@ed.gov) <Ebony.Lee@ed.gov>	Required

**Time** 2:00 PM – 3:00 PM  
**Subject** ED Military Advisory Group  
**Location** WDCFB6-4C100 call in number (b)(6)  
**Show Time As** Busy  
Colleagues,

We look forward to our next meeting of the Military Advisory Group.  
Please notify me if you'd like to add anything to the proposed agenda:

complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.

Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required


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#### Tuesday, April 25, 2017


 **Time** 11:30 AM – 12:00 PM  
**Subject** Michael and Rob Meet  
**Location** Robs Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Goad, Robert <Robert.Goad@ed.gov>	Required


---

 **Time** 1:00 PM – 2:00 PM  
**Subject** (b)(6)  
**Show Time As** Busy

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 **Time** 3:00 PM – 3:30 PM  
**Subject** Call Hilary  
**Location** 2024016148  
**Show Time As** Busy


---

 **Time** 4:00 PM – 5:00 PM  
**Subject** (b)(6)  
**Location**  
**Show Time As**  
**Attendees**

Attendance
Organizer
Required

---

#### Wednesday, April 26, 2017

 **Time** 10:30 AM – 11:00 AM

**Subject**  
**Location**  
**Show Time As**  
**Attendees**

(b)(6)

**Attendance**  
Organizer  
  
Required

---

**Time** 12:30 PM – 1:00 PM  
**Subject** Michael and Ebony Meet  
**Location** Ebony's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Lee, Ebony (Ebony.Lee@ed.gov) <Ebony.Lee@ed.gov>	Required

---

**Time** 2:00 PM – 3:00 PM  
**Subject** ED Military Advisory Group  
**Location** WDCFB6-4C100 call in number (b)(6)  
**Show Time As** Busy  
Colleagues,

We look forward to our next meeting of the Military Advisory Group.  
Please notify me if you'd like to add anything to the proposed agenda:

(b)(5)

(b)(5)

Attendees	Name <E-mail>	Attendance
	Jones, Gary <Gary.Jones@ed.gov>	Organizer
	Arnold, Nathan <Nathan.Arnold@ed.gov>	Required
	Baugher, Kathryn <Kathryn.Baugher@ed.gov>	Required
	Bennett, Ron <Ron.Bennett@ed.gov>	Required
	Thompson, Brian <Brian.Thompson@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Buchanan, Keagan <Keagan.Buchanan@ed.gov>	Required
	Jasper, Carrie <Carrie.Jasper@ed.gov>	Required
	Dennis, Franka <Franka.Dennis@ed.gov>	Required
	Eliadis, Pam <Pam.Eliadis@ed.gov>	Required
	Hall, Marilyn <Marilyn.Hall@ed.gov>	Required
	Harris, Kelly <Kelly.Harris@ed.gov>	Required
	Higgins, Ashley <Ashley.Higgins@ed.gov>	Required
	Hoblitzell, Barbara <Barbara.Hoblitzell@ed.gov>	Required
	Jaimes, Joan <Joan.Jaimes@ed.gov>	Required
	Akins, Karen <Karen.Akins@ed.gov>	Required
	Foushee, Kenneth <Kenneth.Foushee@ed.gov>	Required
	Romer, Margaret <Margaret.Romer@ed.gov>	Required
	Melendez, Margarita <Margarita.Melendez@ed.gov>	Required
	Seastrom, Marilyn <Marilyn.Seastrom@ed.gov>	Required
	Dowling, Maureen <Maureen.Dowling@ed.gov>	Required
	McCullough, Carney <Carney.McCullough@ed.gov>	Required
	McMahan, Arthur <Arthur.McMahan@ed.gov>	Required

Reeves, Richard <Richard.Reeves@ed.gov>	Required
Minor, Robin <Robin.Minor@ed.gov>	Required
Seidel, Brenda <Brenda.Seidel@ed.gov>	Required
Sathya, Soumya <Soumya.Sathya@ed.gov>	Required
Washington, Gwendolyn (OM) <Gwendolyn.Washington@ed.gov>	Required
Williams, Samantha <Samantha.Williams@ed.gov>	Required
Walls, Kristen <kristen.walls@ed.gov>	Optional

**Time** 4:30 PM – 5:00 PM  
**Subject** ANEP NIA  
**Location** Michael wil call Hilary at (b)(6)  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 5:00 PM – 6:00 PM  
**Subject** Meet with Jim Bender  
**Location** WDCFB6-7C101  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Jim Bender <bender@parentchoice.org>	Required

#### Thursday, April 27, 2017

**Time** 9:30 AM – 10:30 AM  
**Subject** (b)(6)  
**Location**  
**Show Time As** Busy

**Time** 10:00 AM – 10:05 AM  
**Subject** REMINDER - timesheets need to be completed by the last Friday of the pay period  
**Recurrence** Occurs every 2 weeks on Thursday effective 2/16/2017 until 7/6/2017 from 10:00 AM to 10:05 AM  
**Show Time As** Free  
 Accidently sent out a removal for this from your calendar. Please

accept again to keep the timesheet reminder on your calendar.

Resending for newer employees or those who may not have accepted the original outlook appointment. Outlook invite to follow.

From: Letourneau, Kristina  
Sent: Friday, October 26, 2012 9:38 AM  
To: OPE All Users  
Subject: Completing your timesheet in WebTA  
Importance: High

As you know, all timesheets should be completely processed (validated/affirmed/certified) by the last Friday of the pay period. This is often not being done. Many timesheets are not being completed until the following Monday, Tuesday and sometimes even Wednesday. This can cause employees to not be paid on time.

When employees/supervisors are contacted regarding missing timesheets, I am often told that they forgot it was time to do timesheets.

In order to prevent this from happening, I will be sending out an OPE-Wide appointment invite. It will be a recurring appointment for every other Thursday, to remind you to complete timesheets by Friday. Please accept this appointment onto your calendar so you will get the biweekly reminder.

Employees/Supervisors - If you will be out of the office on the Friday that timesheets are due, make sure you complete it on the last day you are in the office, prior to your flex day or leave.

Supervisors – please make sure you have assigned a delegate to complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.

Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required

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**Time** 1:00 PM – 1:30 PM  
**Subject** Personnel  
**Location** 7c105

**Show Time As** Busy

**Attendees** **Name <E-mail>**

Toner, Jana <Jana.Toner@ed.gov>

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required

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**Time** 2:00 PM – 2:30 PM

**Subject** Talk to Kim Ford

**Show Time As** Busy

---

**Friday, April 28, 2017**

**Time** 10:00 AM – 12:00 PM

**Subject** A Conversation About STEM Education and Workforce - update and agenda

**Location** WDCFB6-5C100 (Managed) call in:

(b)(6)

**Show Time As** Busy

Dear Colleagues,

We look forward to you joining us for a conversation about STEM education and workforce:

Friday, April 28, 2017

10 am - noon

At the U.S. Department of Education

400 Maryland Ave, SW

Room 5C100

Agenda:

10:00 am – 10:15 am – introductions

10:15 am – 10:45 am – presentation by Blair Blackwell, Chevron

10:45 am – 11:00 am – Q & A

11:00 am – noon – break out into groups for targeted discussion focused on specific areas of interest (e.g., early STEM, informal STEM, STEM and CTE, etc.)

\*\*\*Apologies for multiple notifications, but for those from other agencies who have RSVP'ed yes, we need to know who will be attending in person and who will be calling in so we provide your name to ED security. Those planning to attend in person, please arrive by 9:45 am.\*\*\*

Call-in:

(b)(6)

Featuring:

Blair Blackwell, Manager of Corporate Programs for Chevron Corporation. Blair is a recognized leader in STEM education across the private and non-profit sectors, who will be joining us to discuss the industry perspective on STEM education. This event will provide an opportunity for us to learn about exciting new work in STEM education from the industry perspective, and to connect with other

federal colleagues interested in STEM education.

**Background:**

STEM is a critical strategy for workforce preparedness. Employment in occupations related to STEM is projected to grow significantly. Many jobs associated with higher wages and lower unemployment require critical thinking and problem solving skills, which are developed through STEM learning experiences, both in and out of school. At the U.S. Department of Education, STEM is a priority for both competitive and formula grant programs. STEM education is an important focus area for the administration and across the federal government. Today, the President and Ivanka Trump hosted a video call to congratulate NASA astronaut Peggy Whitson on her record-breaking stint aboard the International Space Station. A few weeks ago, Secretary DeVos and Ivanka Trump joined students at an event promoting STEM education at the National Air and Space Museum; in February, the President signed two bills that expand federal efforts to get more women and girls into the STEM fields. STEM education is also a critical focus area for industry, as it holds the key to their future workforce. Coordination and collaboration across the broader STEM education community is needed in order to meet the nation's workforce needs. We hope you will be able to join us for this exciting conversation.

Please let me know if you have any questions. We look forward to seeing you on Friday morning.


Dr. Ellen E. Lettvin  
Robert Noyce Senior Fellow in Informal STEM Learning  
US Department of Education  
Office of Innovation and Improvement  
400 Maryland Ave SW, Office 4W345  
Washington, DC 20202


Office: 202-260-0823


[HYPERLINK "mailto:ellen.lettvin@ed.gov"](mailto:ellen.lettvin@ed.gov) ellen.lettvin@ed.gov

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Lettvin, Ellen <Ellen.Lettvin@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Chhin, Christina <Christina.Chhin@ed.gov>	Optional
	Chow, Wai-Ying <Wai-Ying.Chow@ed.gov>	Optional
	Wilson, Linda <Linda.Wilson@ed.gov>	Optional
	Smith, Danielle <Danielle.Smith2@ed.gov>	Optional
	Beaton, Sarah <Sarah.Beaton@ed.gov>	Optional
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Optional

Doolittle, Charles <Charles.Doolittle@ed.gov>	Optional
Bega, Dennis <Dennis.Bega@ed.gov>	Optional
Soo, David <David.Soo@ed.gov>	Optional
Leu, Sharon <Sharon.Leu@ed.gov>	Optional
'Lewis, William J.' <WJLEWIS@nsf.gov>	Optional
'Ferrini-Mundy, Joan' <jferrini@nsf.gov>	Optional
Lee, Ebony <Ebony.Lee@ed.gov>	Optional
Anderson, Margo <Margo.Anderson@ed.gov>	Optional
Galiatsos, Ann Margaret <Ann.Galiatsos@ed.gov>	Optional
Conaty, Joe <Joseph.Conaty@ed.gov>	Optional
Schreyer, Katelyn <kschreye@nsf.gov>	Optional
Campbell, David B. <dcampbel@nsf.gov>	Optional
Sloane, Finbarr <fsloane@nsf.gov>	Optional
Smith, Adam C. <acsmith@nsf.gov>	Optional
Eberbach, Catherine L. <CEBERBAC@nsf.gov>	Optional
White, Cindy <Cindy.White@science.doe.gov>	Optional
Detroye, Diane D. (HQ-HA020) <diane.d.detroye@nasa.gov>	Optional
Willett, Stephanie <stephanie.willett@HQ.DHS.GOV>	Optional
Southwell, Debora <Debora.Southwell@ed.gov>	Optional
Terpak, Kelly <Kelly.Terpak@ed.gov>	Optional
de Strulle, Arlene <aestrul@nsf.gov>	Optional
Alexander, Rashada (NIH/NIGMS) [E] <rashada.alexander@nih.gov>	Optional
Blackwell, Blair A <Blair.Blackwell@chevron.com>	Optional

 **Time** 1:30 PM – 2:00 PM  
**Subject** Talk to Andrew about Ex Sites  
**Show Time As** Busy

 **Time** 3:15 PM – 3:45 PM  
**Subject** Talk to Holly  
**Location** 212-20  
**Show Time As** Busy

 **Time** 4:00 PM – 4:15 PM  
**Subject** Call: Michael Brickman  
**Location** Josh will call: 202-230-0708  
**Show Time As** Busy  
Note: time may change.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Tuesday, May 02, 2017**

 **Time** 4:00 PM – 4:45 PM  
**Subject** Meeting with Greater Phoenix Economic Council  
**Location** Secretary's Conference Room  
**Show Time As** Busy

4:00 p.m. MEETING WITH GREATER PHOENIX ECONOMIC COUNCIL  
Location: LBJ Department of Education Building  
Room: Secretary's Conference Room  
Address: 400 Maryland Avenue, SW  
Washington, DC 20202  
Contact: Michael Brickman  
Cell:  
Attendees: Kirk Adams, Chief of Staff, Office of Governor Doug Ducey  
Tim Bidwill, Owner, Airzona Cardinals  
Mike Ingram, Founder & Chairman, El Dorado Holdings  
Don Garner, President & CEO, Western Alliance Bancorporation  
Curtis Reed, Managing Director, Arizona & Nevada Markets, JP Morgan Chase  
Lisa Graham Keegan, Executive Director, A for Arizona, Arizona Chamber Foundation  
Glenn Hamer, President & CEO, Arizona Chamber of Commerce  
Todd Hardy, Senior Economic Development Advisor, Arizona State University  
Staff: Ebony Lee  
Format: 4:00 – 4:30 p.m. Group Meeting  
4:30 – 4:45 p.m. Meeting with Glenn Hamer  
Press: CLOSED  
Note: Please see attached briefing.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer

Brickman, Michael <Michael.Brickman@ed.gov>	Required
EDCalendar <EDCalendar@ed.gov>	Required
(b)(7)(F)	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required

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**Wednesday, May 03, 2017**

**Time** 11:00 AM – 11:30 AM  
**Subject** STEM  
**Location** WDCFB6-7C100  
**Show Time As** Busy  
Hi Michael,

It was great to meet you last week at the conversation about STEM. We discussed scheduling a follow-up meeting, so wanted to propose this. Happy to consider other dates/times if this doesn't work for you. Also, if there are any specific topics you would be interested in covering, please let me know.

Best,  
Ellen

Attendees	Name <E-mail>	Attendance
	Lettvin, Ellen <Ellen.Lettvin@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Thursday, May 04, 2017**


**Time** 12:00 PM – 12:30 PM  
**Subject** Discuss Priorities with Jose  
**Location** 5C132  
**Show Time As** Busy

**Time** 1:00 PM – 1:30 PM  
**Subject** (b)(5)  
**Location** Hilary's Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	McDonald, Jeff <Jeff.McDonald@ed.gov>	Required

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Friday, May 05, 2017

 **Time** 11:45 AM – 12:30 PM  
**Subject** Political All-Staff Meeting  
**Location** Secretary's Conference room  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Eck, Kevin <Kevin.Eck@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Jackson, Candice <Candice.Jackson@ed.gov>	Required


Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
EDCalendar <EDCalendar@ed.gov>	Required

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#### Monday, May 08, 2017

	<b>Time</b>	9:30 AM – 10:00 AM						
	<b>Subject</b>	Michael and Candice Discuss OPR Priorities						
	<b>Location</b>	4E329						
	<b>Show Time As</b>	Busy						
	<b>Attendees</b>	<table> <thead> <tr> <th>Name &lt;E-mail&gt;</th> <th>Attendance</th> </tr> </thead> <tbody> <tr> <td>Brickman, Michael &lt;Michael.Brickman@ed.gov&gt;</td> <td>Organizer</td> </tr> <tr> <td>Jackson, Candice &lt;Candice.Jackson@ed.gov&gt;</td> <td>Required</td> </tr> </tbody> </table>	Name <E-mail>	Attendance	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer	Jackson, Candice <Candice.Jackson@ed.gov>	Required
Name <E-mail>	Attendance							
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer							
Jackson, Candice <Candice.Jackson@ed.gov>	Required							


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	<b>Time</b>	2:00 PM – 2:30 PM
	<b>Subject</b>	Teacher Call-a-Thon
	<b>Location</b>	1W109


**Show Time As** Busy  
Any time between 8-5

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**Tuesday, May 09, 2017**

 **Time** 10:00 AM – 10:30 AM  
**Subject** Call Erin McHugh  
**Show Time As** Busy


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 **Time** 3:00 PM – 3:15 PM  
**Subject** ED APR-APP  
**Location** Conference Call-in (b)(6)  
**Show Time As** Tentative

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	McHugh, Erin <Erin.McHugh@ed.gov>	Organizer
	Derbes, Catherine A. EOP/OMB (b)(6) @omb.eop.gov	Required
	Cassell, Mary (b)(6) @omb.eop.gov (b)(6) @omb.eop.gov	Required
	Barkakati, Ashley <Ashley.Barkakati@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required


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**Wednesday, May 10, 2017**

 **Time** 9:30 AM – 10:00 AM  
**Subject** John Gray, OMB  
**Location** Bob to call John at (b)(6)  
**Show Time As** Busy  
(b)(6)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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 **Time** 10:00 AM – 10:30 AM  
**Subject** Michael call with Kris Clerkin  
**Location** Michael to dial (b)(6)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	(b)(6)	Required

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**Time** 2:00 PM – 3:30 PM  
**Subject** STEM Education Coalition Event  
**Location** 2318 Rayburn House Office Building  
**Show Time As** Busy

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**Time** 4:00 PM – 5:00 PM  
**Subject** Call with Amber  
**Show Time As** Busy  
Join me now in my Personal Room.

Join WebEx meeting

(b)(6)

Join by phone

(b)(6)

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**Thursday, May 11, 2017**

**Time** 10:00 AM – 10:05 AM  
**Subject** REMINDER - timesheets need to be completed by the last Friday of the pay period  
**Recurrence** Occurs every 2 weeks on Thursday effective 2/16/2017 until 7/6/2017 from 10:00 AM to 10:05 AM  
**Show Time As** Free  
Accidently sent out a removal for this from your calendar. Please accept again to keep the timesheet reminder on your calendar.

Resending for newer employees or those who may not have accepted the original outlook appointment. Outlook invite to follow.

From: Letourneau, Kristina  
Sent: Friday, October 26, 2012 9:38 AM  
To: OPE All Users  
Subject: Completing your timesheet in WebTA  
Importance: High

As you know, all timesheets should be completely processed (validated/affirmed/certified) by the last Friday of the pay period. This is often not being done. Many timesheets are not being completed until the following Monday, Tuesday and sometimes even Wednesday. This can cause employees to not be paid on time.

When employees/supervisors are contacted regarding missing

timesheets, I am often told that they forgot it was time to do timesheets.

In order to prevent this from happening, I will be sending out an OPE-Wide appointment invite. It will be a recurring appointment for every other Thursday, to remind you to complete timesheets by Friday. Please accept this appointment onto your calendar so you will get the biweekly reminder.

Employees/Supervisors - If you will be out of the office on the Friday that timesheets are due, make sure you complete it on the last day you are in the office, prior to your flex day or leave.

Supervisors – please make sure you have assigned a delegate to complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.


Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required

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#### Monday, May 15, 2017


 Time 9:30 AM – 10:00 AM  
Subject (b)(6)

Location Starbucks Across from ED

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	(b)(6)	Required

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 Time 1:00 PM – 1:30 PM  
Subject (b)(6)

Location Starbucks at 6th and C SW

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	(b)(6)	Required

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**Time** 1:30 PM – 2:00 PM  
**Subject** (b)(5)  
**Location** Hilary and Michael will call Caryn  
**Show Time As** Busy

(b)(5)

Hilary

Attendees	Name <E-mail>	Attendance
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
	Kuzner, Caryn <Caryn.Kuzner@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Time** 2:30 PM – 3:00 PM  
**Subject** (b)(5)  
**Location** WDCFB6-7C100  
**Show Time As** Busy

All,  
(b)(5)

Michael

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Lahey, Alisa <Alisa.Lahey@ed.gov>	Optional
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Required
	Ramakis, Jessica <Jessica.Ramakis@ed.gov>	Required
	Disario, Rachel <Rachel.Disario@ed.gov>	Required
	Holte, Allison <Allison.Holte@ed.gov>	Required

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Tuesday, May 16, 2017

**Time** 11:00 AM – 12:00 PM  
**Subject** Conference Call with Code.org and (b)(5)  
**Location** Dial-in Number (b)(6)  
**Show Time As** Busy  
11:00 a.m.  
(b)(5) CONFERENCE CALL WITH CODE.ORG AND (b)(5)  
Direct Dial: (b)(6)  
Location: LBJ Education Building  
Address: 400 Maryland Avenue, SW  
Washington, DC 20202  
Contact: Michael Brickman  
Cell: (b)(6)  
Staff: Michael Brickman  
Format: Conference Call  
Topic:  
Press: CLOSED  
Note: Please see attached briefing.

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	(b)(7)(F)	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 1:45 PM – 2:15 PM  
**Subject** Michael and Rob Talk Higher Ed  
**Location** Rob's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Goad, Robert <Robert.Goad@ed.gov>	Required

**Time** 3:00 PM – 5:30 PM  
**Subject** Briefing Prep  
**Show Time As** Busy

#### Wednesday, May 17, 2017

**Time** 9:30 AM – 10:00 AM  
**Subject** MEET: FY17 OPR: Department Priorities for OESE  
**Location** Jason's Office 3W315

**Show Time As** Busy

Meeting Name: MEET: FY17 OPR: Department Priorities for OESE

Date: May 17th 9:30AM-10AM

Location: Jason's Office

Purpose: To meet on FY17 OPR Dept Priorities

NOTE: Please see context below:

From: Ahmady, Lori

Sent: Monday, May 15, 2017 2:03 PM

To: Washington, Mark

Subject: FY17 OPR: Department Priorities for OESE

(b)(5)



(b)(5)

(b)(5)

Attendees	Name <E-mail>	Attendance
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required

**Time** 10:00 AM – 12:00 PM  
**Subject** (b)(5)  
**Show Time As** Busy

**Time** 1:00 PM – 2:00 PM  
**Subject** (b)(5)  
**Location** WDCFB6-3C100  
**Attachments** (b)(5)  
**Show Time As** Tentative  
Agenda for tomorrow is attached. Note: Also need to discuss update re: (b)(5)


(b)(5)

With conference line: Telephone Number: (b)(6) Leader Code:

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Schmidt, Ashlee <Ashlee.Schmidt@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required

Rooney, Patrick <Patrick.Rooney@ed.gov>	Required
Miceli, Roberta <Roberta.Miceli@ed.gov>	Required
Barlow, Christine <Christine.Barlow@ed.gov>	Required
Simons, Jane <Jane.Simons@ed.gov>	Required
Becker, Judith <Judith.Becker@ed.gov>	Required
Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Miller, Meredith <Meredith.Miller@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
Scott, Tracey <Tracey.Albert@ed.gov>	Required
Butler, James <James.Butler@ed.gov>	Required
Wells, Michael <Michael.Wells@ed.gov>	Required
Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
Pilgrim, Christine <Christine.Pilgrim@ed.gov>	Required
Witt, Elizabeth <Elizabeth.Witt@ed.gov>	Optional
Bentley-Memon, Millicent <Millicent.Bentley-Memon@ed.gov>	Optional
Putney, LaTisha <Latisha.Putney@ed.gov>	Optional
Goff, Jessica <Jessica.Goff@ed.gov>	Optional
Lagaard, Soren <Soren.Lagaard@ed.gov>	Optional

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	<b>Time</b>	4:00 PM – 4:15 PM				
	<b>Subject</b>	TAP Review				
	<b>Location</b>	4W310				
	<b>Show Time As</b>	Busy				
	<b>Attendees</b>	<table> <thead> <tr> <th>Name &lt;E-mail&gt;</th> <th>Attendance</th> </tr> </thead> <tbody> <tr> <td>Thompson, Brian &lt;Brian.Thompson@ed.gov&gt;</td> <td>Organizer</td> </tr> </tbody> </table>	Name <E-mail>	Attendance	Thompson, Brian <Brian.Thompson@ed.gov>	Organizer
Name <E-mail>	Attendance					
Thompson, Brian <Brian.Thompson@ed.gov>	Organizer					

Brickman, Michael <Michael.Brickman@ed.gov> Required  
Dowling, Maureen <Maureen.Dowling@ed.gov> Required

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**Thursday, May 18, 2017**

**Time** 9:30 AM – 10:00 AM  
**Subject** Michael and Hilary Discuss Supplemental Priorities  
**Location** 6E231  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Malawer, Hilary <Hilary.Malawer@ed.gov>	Required

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**Time** 1:00 PM – 2:00 PM  
**Subject** (b)(5)  
**Location** Conference Call (b)(6)  
**Attachments** (b)(5)  
**Show Time As** Busy  
**Agenda** (b)(5)  
**Attendees**

Name <E-mail>	Attendance
Munier, Craig <Craig.Munier@ed.gov>	Organizer
Baker, Jeff <Jeff.Baker@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 2:00 PM – 3:00 PM  
**Subject** Reminder: Intra-agency STEM meeting  
**Location** WDCFB6-3E100 or (b)(6)  
**Show Time As** Tentative  
\*\*\*Please note room change\*\*\*

Hi Intra-Agency STEM Colleagues,

Please remember that we will have this month's intra-agency STEM meeting this afternoon from 2 – 3 pm in 3E100.

For those unable to join in person, please call in: (b)(6)  
participant code: (b)(6)

Agenda:

Introductions

Recent or upcoming STEM events at ED (PI/grantee meetings; NIAs)

Recent or upcoming STEM events external to ED but of relevance to the group

Showcase STEM from different POCs

Other items of interest

If folks have any additional items they'd like to add to this agenda, please forward to me ASAP.

Thanks again,

Ellen

Attendees	Name <E-mail>	Attendance
	Lettvin, Ellen <Ellen.Lettvin@ed.gov>	Organizer
	Wilson, Linda <Linda.Wilson@ed.gov>	Required
	Browning, Andrea <Andrea.Browning@ed.gov>	Required
	Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
	Bega, Dennis <Dennis.Bega@ed.gov>	Required
	Chhin, Christina <Christina.Chhin@ed.gov>	Required
	Doolittle, Charles <Charles.Doolittle@ed.gov>	Required
	Duran, Maribel <Maribel.Duran@ed.gov>	Required
	Falken, Andrea <Andrea.Falken@ed.gov>	Required
	Gettler, Rachel <Rachel.Gettler@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
	Hines, Ralph <Ralph.Hines@ed.gov>	Required
	roger.nozaki@ed.gov <roger.nozaki@ed.gov>	Required
	Palacios, Albert <Albert.Palacios@ed.gov>	Required
	Schneider, Diana <Diana.Schneider@ed.gov>	Required

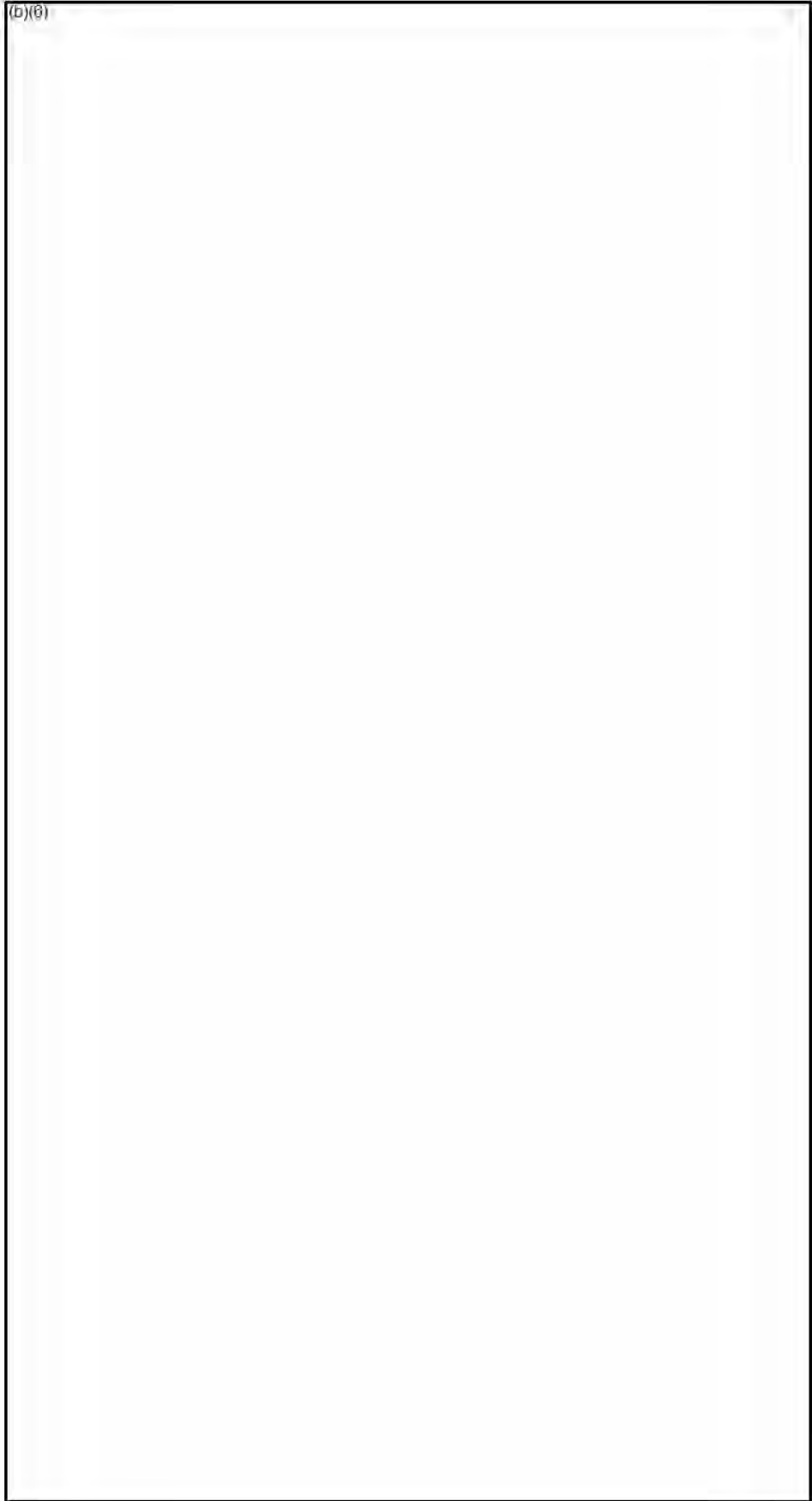
stacey.sljepcevic@ed.gov <stacey.sljepcevic@ed.gov>	Required
Soo, David <David.Soo@ed.gov>	Required
Caloza, Jessica <Jessica.Caloza@ed.gov>	Required
Southwell, Debora <Debora.Southwell@ed.gov>	Required
Montanti, Irene <Irene.Montanti@ed.gov>	Required
Lekander, Brian <Brian.Lekander@ed.gov>	Required
Ceja, Beatriz <Beatriz.Ceja@ed.gov>	Required
Hernandez-Marshall, Angela <Angela.Hernandez-Marshall@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
mark.mitsui@ed.gov <mark.mitsui@ed.gov>	Required
Seugling, Carolyn <Carolyn.Seugling@ed.gov>	Required
Jaime, Ivonne <Ivonne.Jaime@ed.gov>	Required
McClain, Tiffany <Tiffany.McClain@ed.gov>	Required
Terpak, Kelly <Kelly.Terpak@ed.gov>	Required
Howerton, Mia <Mia.Howerton@ed.gov>	Required
beth.plewa@ed.gov <beth.plewa@ed.gov>	Required
Berg, Erin <Erin.Berg@ed.gov>	Required
Knollman, Gregory <Gregory.Knollman@ed.gov>	Required
Huh, Stefan <Stefan.Huh@ed.gov>	Required
Binder, Isadora <Isadora.Binder@ed.gov>	Required
Hinton, Anna <Anna.Hinton@ed.gov>	Required
Richardson, Venitia <Venitia.Sablo-Richardson@ed.gov>	Required
Chow, Wai-Ying <Wai-Ying.Chow@ed.gov>	Required
Caudillo, Emmanuel <Emmanuel.Caudillo@ed.gov>	Required

Patel, Shiwali <Shiwali.Patel@ed.gov>	Required
Tschantz, Jennifer <Jennifer.Tschantz@ed.gov>	Required
Proctor, Tammy <Tammy.Proctor@ed.gov>	Required
Kavulic, Christy <Christy.Kavulic@ed.gov>	Required
Sanchez, Carmen <Carmen.Sanchez@ed.gov>	Required
Ellis, Dawn <Dawn.Ellis@ed.gov>	Required
Jackson, Terry <Terry.Jackson@ed.gov>	Required
Birge, Eve <Eve.Birge@ed.gov>	Required
Brasiel, Sarah <Sarah.Brasiel@ed.gov>	Required
Costello, Bianca <Bianca.Costello@ed.gov>	Required
Toussaint, Monique <Monique.Toussaint@ed.gov>	Required
Hodgdon, Jane <Jane.Hodgdon@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
McMahan, Arthur <Arthur.McMahan@ed.gov>	Optional
Gil, Everardo <Everardo.Gil@ed.gov>	Optional
Fergusson, Tammi <Tammi.Fergusson@ed.gov>	Optional
Jones, Elyse <Elyse.Jones@ed.gov>	Optional
Franklin, Sedika <Sedika.Franklin@ed.gov>	Optional

Time (b)(6)  
 Subject  
 Location  
 Show Time As  
 Sensitivity  
 Attendees




(b)(6)



(b)(6)

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Friday, May 19, 2017

 **Time** All Day

**Subject** (b)(6)

**Show Time As** Free

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 **Time** 11:00 AM – 11:30 AM

**Subject** Voices from the Classroom with TAF/PAF Team

**Location** 1W105/108

**Show Time As** Tentative

Colleagues- quick reminder that tomorrow is the "Voices from the Classroom" event with the team of TAFs/PAFs. If you haven't responded to the calendar hold for tomorrow, please do so we can plan accordingly. Thank you!

Patrick

Please join the Teaching and Principal Ambassador Fellows for discussions about what we have heard as we have engaged with educators from around the country during the first 9 months of the Fellowship.

The format for the time will be rotating small-table discussions where staff will have the opportunity to engage in conversations with teams of Fellows around three major themes they have heard from the field.

The TAF/PAF team hopes that you will be able to join the conversation, and we hope you will bring questions and suggestions for future outreach efforts with educators in the field.

We hope you can join the conversation!

The TAF/PAF Team

**Attendees** **Name <E-mail>**

Kelly, Patrick <Patrick.Kelly@ed.gov>


**Attendance**


Organizer


Barney, Amanda <Amanda.Barney@ed.gov>	Required
Cadet, Jean-Paul <Jean-Paul.Cadet@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Cohen-Boyer, Gillian <Gillian.Cohen@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Rodriguez, Celeste <Celeste.Rodriguez@ed.gov>	Required
Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Apostolides, Melissa <Melissa.Apostolides@ed.gov>	Required
Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
Doolittle, Charles <Charles.Doolittle@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Freundewey, Matthew <Matthew.Freundewey@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Trettin, Sara <Sara.Trettin@ed.gov>	Required
Washington, Mark <Mark.Washington@ed.gov>	Required
Chism, Monique <Monique.Chism@ed.gov>	Required
Ceja, Beatriz <Beatriz.Ceja@ed.gov>	Required
Caudillo, Emmanuel <Emmanuel.Caudillo@ed.gov>	Required
Schneider, Diana <Diana.Schneider@ed.gov>	Required
Ross, Chareese <Chareese.Ross@ed.gov>	Required

Ryan, Sam <Sam.Ryan@ed.gov>	Required
Rooney, Patrick <Patrick.Rooney@ed.gov>	Required
Thurmond, Bryan <Bryan.Thurmond@ed.gov>	Required
Allen, Sarah <Sarah.Allen@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Conaty, Joe <Joseph.Conaty@ed.gov>	Required
McLaughlin, Maureen <Maureen.McLaughlin@ed.gov>	Required
Miller, Rebecca <Rebecca.Miller@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Ford, Kim R. <Kim.Ford@ed.gov>	Required
Anderson, Margo <Margo.Anderson@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required
Stokes-Beverley, Christine <Christine.Stokes-Beverley@ed.gov>	Required
Hannestad, Katie <Katie.Hannestad@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required


Hill, Glinda <Glinda.Hill@ed.gov>	Required
Frost, Frances <Frances.Frost@ed.gov>	Required
Gervasio, Gabriella <Gabriella.Gervasio@ed.gov>	Required
Spitz, Deborah <Deborah.Spitz@ed.gov>	Required
jane wall (jmw2ww@virginia.edu) <jmw2ww@virginia.edu>	Optional


**Time** 12:30 PM – 1:00 PM  
**Subject** Talk to Ebony  
**Show Time As** Busy


**Time** 1:30 PM – 2:30 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy


**Time** 2:30 PM – 3:00 PM  
**Subject** Discuss Briefs  
**Location** Ebony's Office  
**Show Time As** Busy

**Monday, May 22, 2017**


**Time** 12:30 PM – 1:00 PM  
**Subject** (b)(5)  
**Location** 6W210  
**Show Time As** Busy

(b)(5)

(b)(6)

Attendees	Name <E-mail>	Attendance
	Munier, Craig <Craig.Munier@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Musser, David <David.Musser@ed.gov>	Required
	Soo, David <David.Soo@ed.gov>	Required

Leu, Sharon <Sharon.Leu@ed.gov>

Required

---

Wednesday, May 24, 2017

**Time** 9:30 AM – 10:30 AM

**Subject** (b)(6)

**Location**

**Show Time As**

**Attendees Name <E-mail>**

Brickman, Michael <Michael.Brickman@ed.gov>

**Attendance**

Organizer

(b)(6)

Required

---

**Time** 12:30 PM – 1:30 PM

**Subject** Reminder!!! Lunch and Learn Invitation from the Office of the Secretary: TODAY

**Location** Barnard Auditorium, LBJ Building and on Mediasite & EDstream

**Show Time As** Tentative

**Attendees Name <E-mail>**

ED Internal Communications  
<EDInternalCommunications@ed.gov>

**Attendance**

Organizer

Political Appointees\_ED 45  
<PoliticalAppointees\_ED45@ed.gov>

Required

All Exchange Users <All\_Exchange\_Users@ed.gov>

Required

---

**Time** 2:00 PM – 3:00 PM

**Subject** Michael Brickman and STEM Ed Coalition Discussion

**Location** WDCFB6-7E104

**Show Time As** Busy

Jodi Peterson, Assistant Executive Director, National Science Teachers Association

Allyson Knox, Director of Education and Workforce Policy, Microsoft

Melissa Carl, Senior Manager of Government Affairs, ASME

Lauren Posey, Government Affairs Manager, American Chemical Society

Domenic Giandomenico, Director of Policy, Project Lead the Way

Thomas Phillips, Government Affairs Specialist, Battelle

James Brown, Executive Director, STEM Education Coalition

**Attendees Name <E-mail>**

Brickman, Michael <Michael.Brickman@ed.gov>

**Attendance**

Organizer

Brown, James (StemEdCoalition)  
<jfbrown@stemedcoalition.org>

Required

WDCFB6-7E104 <WDCFB6-7E104@ed.gov>

Resource

Brown, James <jfbrown@bpagdc.com>

Optional

Thursday, May 25, 2017

**Time** 8:30 AM – 8:45 AM

**Subject** Meet w/Michael Brickman

**Location** 7W315

**Show Time As** Busy

Eric,

Is it possible I could get 15 min on Josh's calendar this week (after budget/hearing madness is over) to discuss (b)(5)

(b)(5)

Thanks.

Michael Brickman  
(202) 453-6364

**Attendees** **Name <E-mail>**

Venable, Joshua <Joshua.Venable@ed.gov>

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required

**Time** 10:00 AM – 10:05 AM

**Subject** REMINDER - timesheets need to be completed by the last Friday of the pay period

**Recurrence** Occurs every 2 weeks on Thursday effective 2/16/2017 until 7/6/2017 from 10:00 AM to 10:05 AM

**Show Time As** Free

Accidentally sent out a removal for this from your calendar. Please accept again to keep the timesheet reminder on your calendar.

Resending for newer employees or those who may not have accepted the original outlook appointment. Outlook invite to follow.

From: Letourneau, Kristina  
Sent: Friday, October 26, 2012 9:38 AM  
To: OPE All Users  
Subject: Completing your timesheet in WebTA  
Importance: High

As you know, all timesheets should be completely processed (validated/affirmed/certified) by the last Friday of the pay period. This is often not being done. Many timesheets are not being completed until the following Monday, Tuesday and sometimes even Wednesday. This can cause employees to not be paid on time.

When employees/supervisors are contacted regarding missing timesheets, I am often told that they forgot it was time to do timesheets.

In order to prevent this from happening, I will be sending out an OPE-

Wide appointment invite. It will be a recurring appointment for every other Thursday, to remind you to complete timesheets by Friday. Please accept this appointment onto your calendar so you will get the biweekly reminder.

Employees/Supervisors - If you will be out of the office on the Friday that timesheets are due, make sure you complete it on the last day you are in the office, prior to your flex day or leave.

Supervisors – please make sure you have assigned a delegate to complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.

Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required

---

**Time** 2:00 PM – 3:00 PM

**Subject** FY 2018 Budget Briefing for ED Employees

**Location** Barnard Auditorium and on Mediasite and EDstream

**Show Time As** Busy

On Thursday, May 25, at 2 pm ET, employees are invited to attend a briefing covering the Administration's Fiscal Year 2018 budget request for the U.S. Department of Education. The briefing will be held in LBJ Auditorium and may also be watched online (links are below), with live captioning. Erica Navarro, Director, Budget Service will outline the budget request that will be considered by Congress. A question-and-answer session with Budget Service officials will follow the presentation.

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If you have problems with Mediasite or EDstream, please call the Help Desk at 202-708-4357.

**MEDIASITE INSTRUCTIONS:**  
For employees working inside ED buildings, use Internet Explorer to access [HYPERLINK](http://mediasite.ed.gov/Mediasite/Play/966367b54cc44582a88fd3718c0bda6d1d?catalog=f9af039e-2ea3-4efb-9e35-f87c3777de0b)  
"http://mediasite.ed.gov/Mediasite/Play/966367b54cc44582a88fd3718c0bda6d1d?catalog=f9af039e-2ea3-4efb-9e35-f87c3777de0b" Mediasite at this link.

**EDSTREAM INSTRUCTIONS:**  
For teleworkers, this event also will air on [HYPERLINK](http://edstream.ed.gov/webcast/Play/7af45ccfd89848f99aca02a56220f2d11d)  
"http://edstream.ed.gov/webcast/Play/7af45ccfd89848f99aca02a56220f2d11d" EDstream at this link.


You cannot access EDstream while logged into gotowork.ed.gov or Aventail/Citrix. (You may be able to see the event, but you will not be able to hear it.) You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link provided.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	All Exchange Users <All_Exchange_Users@ed.gov>	Required
	Frank Heisler <FHeisler@spear-inc.net>	Optional
	Richard Pineda <rpineda@spear-inc.net>	Optional
	Ahmady, Lori <Lori.Ahmady@ed.gov>	Optional
	Sinclair, Francine <Francine.Sinclair@ed.gov>	Optional
	Anyanime Ekpo <aekpo@r3consulting.com>	Optional
	Brian Lewis <brianlewis@kpmg.com>	Optional
	Chris Hutchinson <chutchinson@kpmg.com>	Optional
	Hutchinson, Christopher (Contractor) <Christopher.Hutchinson@ed.gov>	Optional
	Jeff Cullen <jcullen@r3consulting.com>	Optional
	Lauren Maxwell <lmaxwell@r3consulting.com>	Optional
	Maxwell, Lauren (Contractor) <Lauren.Maxwell@ed.gov>	Optional
	Vishal Desai <vndesai@kpmg.com>	Optional
	Morgan, Earl <Earl.Morgan@ed.gov>	Optional
	Schulz, Eric <Eric.Schulz@ed.gov>	Optional
	Young, Claudette <Claudette.Young@ed.gov>	Optional
	Quezada, Athena <Athena.Quezada@ed.gov>	Optional
	Harris, Sharon <Sharon.Harris@ed.gov>	Optional
	Woerner, Stephanie (Contractor) <Stephanie.Woerner@ed.gov>	Optional
	'Dana' <dlsays@comcast.net>	Optional

Goetz, Braden <Braden.Goetz@ed.gov>	Optional
Miller, Sharon Lee <Sharon.Miller@ed.gov>	Optional
Coro, Christopher <Christopher.Coro@ed.gov>	Optional
Glenn, Beatrice <Beatrice.Glenn@ed.gov>	Optional
Crider, Richie <Richie.Crider@ed.gov>	Optional
Lewis, Darrin <Darrin.Lewis@ed.gov>	Optional
B. York <beatriz.york@hotmail.com>	Optional


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**Friday, May 26, 2017**

 **Time** 1:00 PM – 1:30 PM  
**Subject** Move Desk  
**Show Time As** Busy


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**Tuesday, May 30, 2017**


 **Time** 10:30 AM – 11:30 AM  
**Subject** Call from Haley at US Chamber  
**Show Time As** Busy

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**Wednesday, May 31, 2017**

 **Time** 1:00 PM – 1:30 PM  
**Subject** Meeting: Michael and Ebony  
**Location** Ebony's Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

 **Time** 2:30 PM – 3:30 PM  
**Subject** (b)(6)  
**Location**  
**Show Time As** Busy


Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	(b)(6)	Required

 **Time** 5:00 PM – 5:30 PM  
**Subject** Talk to Justin about BDR

Show Time As Busy

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Thursday, June 01, 2017

 **Time** 10:00 AM – 11:00 AM

**Subject** Connection to Mr. Brickman-Phone call

**Show Time As** Busy

Mr. Brickman's number 202-453-6364. This will be 10:00 ET

Michael.Brickman@ed.gov<mailto:Michael.Brickman@ed.gov>

Reference email on May 24.

Great. Could you make 10a ET work on 6/1? My number is 202-453-6364

-----Original Message-----

From: Anthony Owen (ADE) [mailto:Anthony.Owen@arkansas.gov]

Sent: Wednesday, May 24, 2017 11:43 AM

To: Brickman, Michael

Cc: Melinda Stem (ADE)

Subject: Re: Connecting on K-12 CS Issues

Moving Cameron to BCC

Mr. Brickman,

Thanks for reaching out to me.

Right now, my week is booked fairly solid except on Thursday, June 1. If there is a time that works on that day, let me know so we can

schedule a calendar invite. I have c.c.ed my assistant to make sure it makes it on my calendar.

Thanks,

Anthony A. Owen

State Director of Computer Science Education Arkansas Department of Education Four State Capitol Mall; Room 302A Little Rock, AR 72201  
Office Phone: (501) 682-3386 Cell Phone: (501) 218-4506

LinkedIn: [www.linkedin.com/in/AnthonyAOwen](http://www.linkedin.com/in/AnthonyAOwen)<<http://www.linkedin.com/in/AnthonyAOwen>>

Email: [anthony.owen@arkansas.gov](mailto:anthony.owen@arkansas.gov)<<mailto:anthony.owen@arkansas.gov>>

Interested in the Arkansas Computer Science Initiative? Follow me on twitter @AnthonyOwenADE<<https://twitter.com/AnthonyOwenADE>> and sign up for the Computer Science listserv at <http://goo.gl/forms/FqGJ2CtXe1>.

NOTICE: The contents of this email are not intended or offered as legal advice. Transmission of this information is not intended to create, and receipt does not constitute, a lawyer - client relationship between, the author or the Arkansas Department of Education and the recipient or any other reader.

From: "Brickman, Michael"  
<[Michael.Brickman@ed.gov](mailto:Michael.Brickman@ed.gov)<<mailto:Michael.Brickman@ed.gov>>>

Date: Wednesday, May 24, 2017 at 5:29 AM

To: "Anthony Owen (ADE)"  
<[Anthony.Owen@arkansas.gov](mailto:Anthony.Owen@arkansas.gov)<<mailto:Anthony.Owen@arkansas.gov>>>

Cc: Cameron Wilson  
<[cameron@code.org](mailto:cameron@code.org)<<mailto:cameron@code.org>>>

Subject: RE: Connecting on K-12 CS Issues

Cameron,

Thanks so much for the follow up. Anthony, it'd be great to connect if you have some time over the next week to hear what you're working on in Arkansas. Are there a few times that would work?

Michael

From: Cameron Wilson [mailto:cameron@code.org]

Sent: Tuesday, May 23, 2017 7:25 PM

To: Brickman, Michael

Cc: Anthony Owen (ADE)

Subject: Connecting on K-12 CS Issues

Hi Michael —

During our coffee I mentioned that you should connect with Anthony Owen in Arkansas to hear the state's story about their comprehensive approach to tackling K-12 computer science education. Anthony has been the Governor's right hand on CS education reform efforts in the state and a national leader. Its worth getting to know Anthony. He can be a good resource for the Administration on these issues.

Thanks,

Cameron

Cameron Wilson

Chief Operating Officer,

Code.org<<https://code.org><<https://code.org>>> President,  
Code.org<Error! Hyperlink reference not  
valid.<<http://Code.org%3E%19s>> Advocacy Coalition  
cameron@code.org<<mailto:cameron@code.org>><<mailto:cameron@code.org>>  
ameron@code.org>

Phone: (571) 295-8484

Twitter: cameronpwilson

Attendees	Name <E-mail>	Attendance
	Melinda Stem (ADE) < <a href="mailto:Melinda.Stem@arkansas.gov">Melinda.Stem@arkansas.gov</a> >	Organizer
	Anthony Owen (ADE) < <a href="mailto:Anthony.Owen@arkansas.gov">Anthony.Owen@arkansas.gov</a> >	Required
	Brickman, Michael < <a href="mailto:Michael.Brickman@ed.gov">Michael.Brickman@ed.gov</a> >	Required

---

**Time** 10:30 AM – 11:00 AM  
**Subject** (b)(5)  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
(b)(5)

Attendees	Name <E-mail>	Attendance
	Lee, Ebony < <a href="mailto:Ebony.Lee@ed.gov">Ebony.Lee@ed.gov</a> >	Organizer
	Broadwater, Sara < <a href="mailto:Sara.Broadwater@ed.gov">Sara.Broadwater@ed.gov</a> >	Required
	Chamberlain, Michael < <a href="mailto:Michael.Chamberlain@ed.gov">Michael.Chamberlain@ed.gov</a> >	Required
	Delahunty, Sarah < <a href="mailto:Sarah.Delahunty@ed.gov">Sarah.Delahunty@ed.gov</a> >	Required
	Prescott, Jenny < <a href="mailto:Jenny.Prescott@ed.gov">Jenny.Prescott@ed.gov</a> >	Required
	Menashi, Steven < <a href="mailto:Steven.Menashi@ed.gov">Steven.Menashi@ed.gov</a> >	Required
	Brickman, Michael < <a href="mailto:Michael.Brickman@ed.gov">Michael.Brickman@ed.gov</a> >	Required
	Holden, Ronald < <a href="mailto:Ronald.Holden@ed.gov">Ronald.Holden@ed.gov</a> >	Required

---

**Time** 11:00 AM – 12:30 PM  
**Subject** Policy Committee Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Attachments** (b)(5)  
**Show Time As** Busy  
Agenda is attached.

It's the official return of the policy committee! These meetings will occur bi-weekly on Thursday for up to 90 minutes. Please do not forward this invitation. If you are unable to attend and would like to

nominate a surrogate, please email Ebony directly.

**General Format:**

30 Minutes – Policy Idea Discussion

30 Minutes – Policy Decisions

30 Minutes (if needed) – Fire Drills (last minute, unexpected issues that are time sensitive)

Discussion and Decision items need to be submitted 48 hours in advance. That means no later than EOD on Tuesdays before the Thursday meeting. Those should be sent to Ebony with a CC to Martha Davis. If you have any questions or concerns, please feel free to reach out. Thanks!

See you all Thursday!

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Davis, Martha <Martha.Davis@ed.gov>	Organizer
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Anderson, Margo <Margo.Anderson@ed.gov>	Required
	Ryder, Ruth <Ruth.Ryder@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Ford, Kim R. <Kim.Ford@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Kelly, Patrick <Patrick.Kelly@ed.gov>	Required

Lee, Ebony <Ebony.Lee@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Malawer, Hilary <Hilary.Malawer@ed.gov>	Required
Ramakiss, Jessica <Jessica.Ramakiss@ed.gov>	Required
Navarro, Erica <Erica.Navarro@ed.gov>	Required
McHugh, Erin <Erin.McHugh@ed.gov>	Required
Duos, Laura <Laura.Duos@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Optional
Dirrigl, Mary Louise <Mary.Louise.Dirrigl@ed.gov>	Optional
Disario, Rachel <Rachel.Disario@ed.gov>	Optional
Simpson, Daniel <Daniel.Simpson@ed.gov>	Optional
Cordes, Bill <Bill.Cordes@ed.gov>	Optional

**Time** 12:30 PM – 1:30 PM  
**Subject** (b)(6)  
**Show Time As** Busy

**Time** 2:00 PM – 3:30 PM  
**Subject** (b)(5)  
**Location** Barnard Auditorium  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Navarro, Erica <Erica.Navarro@ed.gov>	Required
	Simpson, Daniel <Daniel.Simpson@ed.gov>	Required
	Kean, Larry <Larry.Kean@ed.gov>	Required
	Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required

Manning, James <James.Manning@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Jackson, Candice <Candice.Jackson@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
EDCalendar <EDCalendar@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required

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**Time** 5:00 PM – 5:30 PM

**Subject** Invitation: CALL: Sebastian to call Michael Brickman 202-223-6364 @ Thu Jun 1, 2017 2pm - 2:30pm (PDT) (michael.brickman@ed.gov)

**Attachments** invite.ics

**Show Time As** Busy

HYPERLINK "[https://www.google.com/calendar/event?action=VIEW&eid=cTMzamx2dG1nZjJ1NzN1Z2tndnAwaHJmamMgbWljaGFibC5icmlja21hbkbIZC5nb3Y&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMyZmNhNzgwZDE0YTA3ZGFj&ctz=America/Los\\_Angeles&hl=en](https://www.google.com/calendar/event?action=VIEW&eid=cTMzamx2dG1nZjJ1NzN1Z2tndnAwaHJmamMgbWljaGFibC5icmlja21hbkbIZC5nb3Y&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMyZmNhNzgwZDE0YTA3ZGFj&ctz=America/Los_Angeles&hl=en)" more details »

CALL: Sebastian to call Michael Brickman 202-223-6364  
rickman, Michael  
12:19 PM (1 hour ago)  
to Sebastian, me  
Great to meet you, Winnie.

Sebastian, I agree entirely. There are only so many levers we can pull from ED and there are limits to the amount of true innovation likely to occur within an existing system as massive and established as this one. That said, I suspect there are incentives we create (intentionally or otherwise) through our programs here that do not always align well with today's economy and the needs of today's student. That's what we're hoping to address and I suspect the existing system could learn a thing or two from what you all have been able to do so far. If you have a moment, it'd be great to hear more. Otherwise, please feel free to reach out any time.

Michael Brickman  
202-223-6364  
When Thu Jun 1, 2017 2pm – 2:30pm Pacific Time  
Video call HYPERLINK  
"[https://plus.google.com/hangouts/\\_/knowlabs.com/t/hrun?hceid=dGhydW5AdWRhY2l0eS5jb20.q33jlvmtmgf2u73ugkgvp0hrfjc](https://plus.google.com/hangouts/_/knowlabs.com/t/hrun?hceid=dGhydW5AdWRhY2l0eS5jb20.q33jlvmtmgf2u73ugkgvp0hrfjc)" [https://plus.google.com/hangouts/\\_/knowlabs.com/thrun](https://plus.google.com/hangouts/_/knowlabs.com/thrun)  
Calendar michael.brickman@ed.gov  
Who • Sebastian Thrun - organizer  
• winnie@udacity.com - creator  
• michael.brickman@ed.gov

Going? HYPERLINK  
"[https://www.google.com/calendar/event?action=RESPOND&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&rst=1&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los\\_Angeles&hl=en](https://www.google.com/calendar/event?action=RESPOND&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&rst=1&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los_Angeles&hl=en)" Yes -  
HYPERLINK "[https://www.google.com/calendar/event?action=RESPOND&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&rst=3&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los\\_Angeles&hl=en](https://www.google.com/calendar/event?action=RESPOND&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&rst=3&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los_Angeles&hl=en)" Maybe -  
HYPERLINK "[https://www.google.com/calendar/event?action=RESPOND&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&rst=2&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los\\_Angeles&hl=en](https://www.google.com/calendar/event?action=RESPOND&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&rst=2&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los_Angeles&hl=en)" No  
HYPERLINK "[https://www.google.com/calendar/event?action=VIEW&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los\\_Angeles&hl=en](https://www.google.com/calendar/event?action=VIEW&eid=cTMzamx2dG1nZj1NzN1Z2tndnAwHJmamMgbWljaGFlbC5icmlja21hbkbIZC5nb3Y&tok=MTcjdGhydW5AdWRhY2l0eS5jb20yMzMzMmY0ZTEwNTQyZTQxZDMYmNhNzgwZDE0YTA3ZGF&ctz=America/Los_Angeles&hl=en)" more options »  
Invitation from HYPERLINK "<https://www.google.com/calendar/>"  
Google Calendar

You are receiving this courtesy email at the account michael.brickman@ed.gov because you are an attendee of this event. To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar. Forwarding this invitation could allow any recipient to modify your RSVP response. [HYPERLINK "https://support.google.com/calendar/answer/37135# forwarding"](https://support.google.com/calendar/answer/37135#forwarding) Learn More.

Attendees	Name <E-mail>	Attendance
	Sebastian Thrun <thrun@udacity.com>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Friday, June 02, 2017**

**Time** 8:30 AM – 9:00 AM  
**Subject** Michael Brickman - Policy Education re Code.org  
**Location** Dial in: (b)(6)  
**Show Time As** Busy  
Hi Michael,

For this call, please use the dial in provided below. We look forward to talking with you!

Participant Dial-In (b)(6)  
Participant Code: (b)(6)

Thank you,  
Quellie

Attendees	Name <E-mail>	Attendance
	Cordish, Reed S. EOP/WHO (b)(6)@who.eop.gov>	Organizer
	McKee, Kara L. EOP/WHO (b)(6)@who.eop.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Time** 12:00 PM – 1:00 PM  
**Subject** (b)(6)  
**Show Time As** Busy

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**Time** 1:00 PM – 2:00 PM  
**Subject** Meet with Lynn  
**Location** 6c105  
**Show Time As** Busy

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**Time** 2:00 PM – 2:30 PM  
**Subject** Michael and Herman Meet  
**Location** WDCFB6-7E101  
**Show Time As** Busy

**Time** 2:30 PM – 3:00 PM  
**Subject** Michael and Marsha Talk Ex Sites  
**Location** 202-364-4439  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Silverberg, Marsha <Marsha.Silverberg@ed.gov>	Required

**Time** 3:00 PM – 3:45 PM  
**Subject** (b)(5)  
**Location** Barnard  
**Show Time As** (b)(5)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Jackson, Candice <Candice.Jackson@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Prescott, Jenny <Jenny.Prescott@ed.gov>	Required

Menashi, Steven <Steven.Menashi@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Optional

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**Monday, June 05, 2017**

**Time** 8:30 AM – 9:30 AM  
**Subject** Michael and Kathleen Talk  
**Location** Kathleen's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

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**Time** 10:00 AM – 10:30 AM  
**Subject** HOLD TRAVEL TO NW  
**Show Time As** Busy

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**Time** 10:30 AM – 11:30 AM  
**Subject** (b)(6)  
**Location** [REDACTED]  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
(b)(6)	Required

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**Time** 1:00 PM – 2:00 PM  
**Subject** Grant application forms  
**Location** HQ-LBJ-7E217  
**Show Time As** Busy  
 Hi Michael-  
 Let me know if this time works for you. I am open until about 1:45, at which point I need to run to a meeting. I'm happy to talk over lunch if that saves you some time. Looking forward to our discussion.  
 David Isaac | 301-651-8929 | [HYPERLINK](#)

"mailto:David.Isaac@BPSconsulting.com"  
David.Isaac@BPSconsulting.com

Attendees	Name <E-mail>	Attendance
	Isaac, David (Contractor) <David.Isaac@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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Time 2:30 PM – 5:00 PM  
Subject (b)(5)  
Location Barnard Auditorium  
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Navarro, Erica <Erica.Navarro@ed.gov>	Required
	Simpson, Daniel <Daniel.Simpson@ed.gov>	Required
	Kean, Larry <Larry.Kean@ed.gov>	Required
	Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Viana, Jose <Jose.Viana@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Jackson, Candice <Candice.Jackson@ed.gov>	Required

Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required


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**Tuesday, June 06, 2017**

 **Time** 9:30 AM – 10:30 AM  
**Subject** Michael and Chris Coffee  
**Location** Starbucks (6th and C SW)  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required

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 **Time** 11:00 AM – 11:30 AM  
**Subject** Higher Education Grant Programs  
**Location** 5C107  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Byrd-Johnson, Linda <Linda.Byrd-Johnson@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

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 **Time** 1:30 PM – 2:00 PM  
**Subject** CS at ED  
**Location** WDCFB6-7C101  
**Show Time As** Busy  
 Per our conversation. Please advise if any specific context/background I should be aware of.  
**Attendees**

Name <E-mail>	Attendance
Lettvin, Ellen <Ellen.Lettvin@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 3:00 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** Conference Call: (b)(6)  
**Show Time As** Busy  
[Rescheduled for Tuesday, June 6th, at 3:00pm eastern.]

(b)(5)

Attendees	Name <E-mail>	Attendance
	Musser, David <David.Musser@ed.gov>	Organizer
	Baker, Jeff <Jeff.Baker@ed.gov>	Required
	Munier, Craig <Craig.Munier@ed.gov>	Required
	Cagle, Michael <Michael.Cagle@ed.gov>	Required
	McCullough, Carney <Carney.McCullough@ed.gov>	Required
	Hong, Jennifer <Jennifer.Hong@ed.gov>	Required
	Soo, David <David.Soo@ed.gov>	Required
	Leu, Sharon <Sharon.Leu@ed.gov>	Required
	Morgan, Sally <Sally.Morgan@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Wednesday, June 07, 2017**

**Time** 8:30 AM – 9:45 AM  
**Subject** Business Roundtable Skills Gap Event  
**Location** 300 New Jersey Avenue NW  
**Show Time As** Busy

---

**Time** 10:30 AM – 2:30 PM  
**Subject** Speak at US Chamber  
**Show Time As** Busy

**Time** 1:00 PM – 2:00 PM  
**Subject** After Lunch Informal Discussion (formerly known as a brown bag) with Dan Miller  
**Location** WDCFB6-2W240-20 (Managed)  
**Show Time As** Tentative (b)(6)  
Call In Information  
Participant Code is


Colleagues,

This is an opportunity for me to respond to questions from the audience on any current topic. Harold Wells has once again agreed to collect questions from OPE staff and present them at the meeting. Please come prepared with questions or forward them to Harold who maintain your anonymity. Any questions that are not answered at the meeting will be responded to on the OPE Portal after the meeting (as was done in November). I look forward to a lively meeting!


<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Miller, Daniel J <Daniel.Miller@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required
	Sheffield, Cathy <Cathy.Sheffield@ed.gov>	Required
	Blount, Venus <Venus.Blount@ed.gov>	Optional
	McCormick, Christopher <Christopher.McCormick@ed.gov>	Optional
	Gibbs, Cheryl <Cheryl.Gibbs@ed.gov>	Optional
	Hunt, Jeff <Jeff.Hunt@ed.gov>	Optional
	Reid, Lakisha <Lakisha.Reid@ed.gov>	Optional
	Dominguez, Mary <Mary.Dominguez@ed.gov>	Optional
	McLarnon, Gail <Gail.McLarnon@ed.gov>	Optional
	Helton, Charity <Charity.Helton@ed.gov>	Optional
	Cross, Freddie <Freddie.Cross@ed.gov>	Optional
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Optional
	Adler, Sheryl <Sheryl.Adler@ed.gov>	Optional
	Solares, Grace <Grace.Solares@ed.gov>	Optional

Hay, Sarah <Sarah.Hay@ed.gov>	Optional
Hoblitzell, Barbara <Barbara.Hoblitzell@ed.gov>	Optional
Funkhouser, Janie <Janie.Funkhouser@ed.gov>	Optional
Carrington, Maria <Maria.Carrington@ed.gov>	Optional
McCullough, Carney <Carney.McCullough@ed.gov>	Optional
Holly, Tameika <Tameika.Holly@ed.gov>	Optional
Leigh, Sariane <Sariane.Leigh@ed.gov>	Optional
Cottrell, Jason <Jason.Cottrell@ed.gov>	Optional
Hillary, Ashley <Ashley.Hillary@ed.gov>	Optional
Bolton, Monique <Monique.Bolton@ed.gov>	Optional
Watson, Donald <Donald.Watson@ed.gov>	Optional
Howe, David <David.Howe@ed.gov>	Optional
Slijepcevic, Stacey <Stacey.Slijepcevic@ed.gov>	Optional
Gaina, Jean-Didier <Jean-Didier.Gaina@ed.gov>	Optional
Hong, Jennifer <Jennifer.Hong@ed.gov>	Optional
Wells, Harold <Harold.Wells@ed.gov>	Optional
St. Clair, Catherine <Catherine.StClair@ed.gov>	Optional
Beth, Brittany <Brittany.Beth@ed.gov>	Optional
Ulmer, Suzanne <Suzanne.Ulmer@ed.gov>	Optional
Singleton, Megan <Megan.Singleton@ed.gov>	Optional
Ward, Matthew <Matthew.Ward@ed.gov>	Optional
Harris, Sharon <Sharon.Harris@ed.gov>	Optional
Maimer, Pamela <Pamela.Maimer@ed.gov>	Optional
Foreman, Dana <Dana.Foreman@ed.gov>	Optional
Easterling, Sharon <Sharon.Easterling@ed.gov>	Optional


Couch, Rachael <Rachael.Couch@ed.gov>	Optional
Weisman, Annmarie <Annmarie.Weisman@ed.gov>	Optional
Arnold, Nathan <Nathan.Arnold@ed.gov>	Optional
Navalaney, Yvonne <Yvonne.Navalaney@ed.gov>	Optional
Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Optional
Peterson-Cox, Monet <Monet.Peterson-Cox@ed.gov>	Optional
Kennedy, Lauren <Lauren.Kennedy@ed.gov>	Optional
Collins, Carolyn <Carolyn.Collins@ed.gov>	Optional
Yeung, Wing <Wing.Yeung@ed.gov>	Optional
Lefor, Valerie <Valerie.LeFor@ed.gov>	Optional
Jameson, Richard <Richard.Jameson@ed.gov>	Optional
Webber, Brandon <Brandon.Webber@ed.gov>	Optional
Harris, Kristen (OPE) <Kristen.Harris@ed.gov>	Optional


**Time** 2:45 PM – 3:45 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

**Thursday, June 08, 2017**


**Time** 9:00 AM – 9:30 AM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
(b)(6)	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required


**Time** 10:00 AM – 10:05 AM  
**Subject** REMINDER - timesheets need to be completed by the last Friday of the pay period  
**Recurrence** Occurs every 2 weeks on Thursday effective 2/16/2017 until 7/6/2017 from 10:00 AM to 10:05 AM  
**Show Time As** Free

Accidentally sent out a removal for this from your calendar. Please accept again to keep the timesheet reminder on your calendar.

Resending for newer employees or those who may not have accepted the original outlook appointment. Outlook invite to follow.

From: Letourneau, Kristina  
Sent: Friday, October 26, 2012 9:38 AM  
To: OPE All Users  
Subject: Completing your timesheet in WebTA  
Importance: High

As you know, all timesheets should be completely processed (validated/affirmed/certified) by the last Friday of the pay period. This is often not being done. Many timesheets are not being completed until the following Monday, Tuesday and sometimes even Wednesday. This can cause employees to not be paid on time.

When employees/supervisors are contacted regarding missing timesheets, I am often told that they forgot it was time to do timesheets.

In order to prevent this from happening, I will be sending out an OPE-Wide appointment invite. It will be a recurring appointment for every other Thursday, to remind you to complete timesheets by Friday. Please accept this appointment onto your calendar so you will get the biweekly reminder.

Employees/Supervisors - If you will be out of the office on the Friday that timesheets are due, make sure you complete it on the last day you are in the office, prior to your flex day or leave.

Supervisors – please make sure you have assigned a delegate to complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.

Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required

---

**Time** 1:00 PM – 1:30 PM  
**Subject** Pay for Success

**Location** Michael's office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 2:00 PM – 3:00 PM

**Subject** (b)(6)

**Location**

**Show Time As** Busy

Friday, June 09, 2017

**Time** (b)(6)

**Subject**

**Show Time As**

**Time**

**Subject**

**Show Time As**

**Attendees**

Monday, June 12, 2017

**Time** 9:00 AM – 9:30 AM

**Subject** OPE All Hands Meetings & Brown Bags

**Location** 7E206

**Show Time As** Busy

Michael,

Kathleen has indicated that she hopes you will take the lead on future OPE All Hands Meetings and Brown Bag Lunches. These are great opportunities for you to get to know the OPE staff and programs as well as interact with Department senior leaders and initiatives. George and I have both had the opportunity to lead these efforts in the past. George and I can take this opportunity to bring you up to speed and share some best practices.

Attendees	Name <E-mail>	Attendance
	Miller, Daniel J <Daniel.Miller@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Smith, George.Alan <George.Alan.Smith@ed.gov>	Required

**Time** 10:00 AM – 1:00 PM  
**Subject** Employer Job Registry Forum  
**Location** US Chamber of Commerce  
**Show Time As** Busy

**Time** 2:00 PM – 2:30 PM  
**Subject** (b)(5) due 06-08-2017  
**Location** 6E251 OGC Library Conference Room  
**Show Time As** Busy  
(b)(5)

Attendees	Name <E-mail>	Attendance
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
	Ramakiss, Jessica <Jessica.Ramakiss@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Collins, Jackie <Jackie.Collins@ed.gov>	Required
	Disario, Rachel <Rachel.Disario@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Optional
	Fong, Michael <Michael.Fong@ed.gov>	Optional
	Sackett, Chase <Chase.Sackett@ed.gov>	Optional
	Lee, Erica <Erica.Lee@ed.gov>	Optional

**Time** 2:30 PM – 3:00 PM  
**Subject** Meet with Kathleen  
**Show Time As** Busy

**Time** 3:30 PM – 4:00 PM  
**Subject** Meeting with U.S. Dept. of Education / United States Digital Service  
**Location** WDCFB6-7C101  
**Show Time As** Busy  
Good morning,

Ebony received this meeting request and thought you all should join as well. The information for the meeting is below.

As a brief background, the U.S. Digital Service is a small group of technologists from leading companies in the private sector. We're engineers, product managers, researchers, and interface designers who join the government for term-limited tours of duty to help improve the digital products and services that citizens use every day.


In addition to our small team at ED, there are Digital Service teams at the VA, HHS, DHS, DoD, SBA, and other agencies.

If you and your staff have 30 to 45 minutes in the next week or two, our team would welcome the opportunity to show you results of some projects we've worked on at ED and describe others we're looking forward to accomplishing in the future.

Attendees	Name <E-mail>	Attendance
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Johnston, Chris <Chris.Johnston@ed.gov>	Required
	Kovacs, Steve <Steve.Kovacs@ed.gov>	Optional
	Ponce, Carola <Carola.Ponce@ed.gov>	Optional
	Martin, Paris P. EOP/OMB (b)(6)@omb.eop.gov>	Optional
	Holmes, David E. EOP/OMB (b)(6)@omb.eop.gov>	Optional
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Optional
	Manning, James <James.Manning@ed.gov>	Optional
	McHugh, Erin <Erin.McHugh@ed.gov>	Optional

---

**Tuesday, June 13, 2017**

 **Time** 10:30 AM – 10:50 AM  
**Subject** Discuss how PPSS study summaries can support you  
**Location** Michael's office / 7E217  
**Attachments** (b)(5)

**Show Time As** Busy  
Hi Michael,

Victoria Hammer, my supervisor, suggested that you would be helpful in thinking about how the study summaries that my office (Policy and Program Studies Service) produces for an internal audience can better support your needs. We will discuss the following questions in this meeting:

How do you stay informed of recent research (e.g., evaluations, best practices, theory) in your field? Are there certain websites or list

serves you frequently use?

How do you use research? For example, do you use it for general background knowledge, grant development, policy development, speeches, or share it with others (e.g., colleagues, grantees, ED-funded TA centers)?

How could the PPSS Study Summaries help you better use research?

Are there specific topics on which you would like the summaries to cover?

What is more important to you, receiving timely summaries (i.e., as soon as a summary is complete) or limiting the number of emails you receive (i.e., bundling summaries)?

Here is a list of recent studies we have summarized. And, please find attached two recent summaries, which will help in our discussion. I will bring copies of these to the meeting.

Graduation Rates for Selected Cohorts, 2007-12; Outcome Measures for Cohort Year 2007; Student Financial Aid, Academic Year 2014-15; and Admissions in Postsecondary Institutions, Fall 2015: First Look (Provisional Data)

The Years Before School: Children's Nonparental Care Arrangements From 2001 to 2012

Mental health service utilization among lesbian, gay, bisexual, and questioning or queer students

HUNGRY AND HOMELESS IN COLLEGE: RESULTS FROM A NATIONAL STUDY OF BASIC NEEDS INSECURITY IN HIGHER EDUCATION

The Impact of Computer Usage on Academic Performance: Evidence from a Randomized Trial at the United States Military Academy

Postsecondary education aspirations (expectations) and attainment of rural and nonrural students

A Quarter Century of Changes in the Elementary and Secondary Teaching Force: From 1987 to 2012.

Where Do Students Go When For-Profit Colleges Lose Federal Aid?

Implementing the extended school day policy in Florida's 300 lowest performing schools

My colleague, Nikki Churchwell, and I look forward to meeting you.

Please let me know if you prefer to meet somewhere other than your office.

Thanks,

Erica

Erica S. Lee

Education Research Analyst

Policy and Program Studies Service

Office of Planning, Evaluation and Policy Development

U.S. Department of Education

202-260-1463

**Attendees**    **Name <E-mail>**

**Attendance**

Lee, Erica <Erica.Lee@ed.gov> Organizer  
Brickman, Michael <Michael.Brickman@ed.gov> Required  
Churchwell, Nikki <Nikki.Churchwell@ed.gov> Required

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**Time** 11:00 AM – 12:00 PM  
**Subject** FW: OPE ALL STAFF MEETING  
**Location** LBJ AUDITORIUM  
**Show Time As** Busy  
-----Original Appointment-----  
From: Jones, Sharon  
Sent: Monday, January 30, 2017 4:09 PM  
To: Jones, Sharon; OPE All Users; Smith, Kathleen  
Subject: OPE ALL STAFF MEETING  
When: Tuesday, June 13, 2017 11:00 AM-12:00 PM (UTC-05:00)  
Eastern Time (US & Canada).  
Where: LBJ AUDITORIUM

Dial-in Number: (b)(6)  
Participant Access: (b)(6)

Attendees	Name <E-mail>	Attendance
	Jones, Sharon <Sharon.Jones@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	OPE All Users <_OPEAllUsers@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

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**Time** 11:40 AM – 12:00 PM  
**Subject** Meet Jim  
**Show Time As** Busy

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**Time** 1:00 PM – 3:30 PM  
**Subject** Interagency TAP EC Meeting (UNCLASSIFIED)  
**Location** Pentagon DSC 2E579  
**Attachments** (b)(5)  
**Show Time As** Busy  
CLASSIFICATION: UNCLASSIFIED

CLASSIFICATION: UNCLASSIFIED

Dear Messrs. Secretaries and Colleagues:

This is the official calendar invite for the Interagency Transition Assistance Program Executive Council meeting being held from 1:00 PM to 3:30 PM. The meeting will be hosted by DoD at the Pentagon in the Manpower & Reserve Affairs Conference Room.

If you need a parking pass or escorted access to the Pentagon, please contact Mario Johnson at (703) 614-8696 or email at [HYPERLINK "mailto:Mario.l.johnson.civ@mail.mil" Mario.l.johnson.civ@mail.mil](mailto:Mario.l.johnson.civ@mail.mil) at least 5 days prior to the meeting.

Please note that there will not be a dial-in for this meeting. Please see the attached slides and minutes from the last EC meeting.

Thanks

Karin

CLASSIFICATION: UNCLASSIFIED

CLASSIFICATION: UNCLASSIFIED		
Attendees	Name <E-mail>	Attendance
	Orvis, Karin A CIV OSD OSD (US) <karin.a.orvis.civ@mail.mil>	Organizer
	Dubois, Matthew P SES OSD OUSD P-R (US) <matthew.p.dubois4.civ@mail.mil>	Required
	Troxell, John W CSM USARMY JS DOM (US) <john.w.troxell.mil@mail.mil>	Required
	Randon, Diane M SES USARMY HQDA ASA MRA (US) <diane.m.randon.civ@mail.mil>	Required
	Fedrigio, John A SES USAF SAF-MR (US) <john.a.fedrigio.civ@mail.mil>	Required
	Beyler, Juliet M SES (US) <juliet.beyler@navy.mil>	Required
	hakeem.basheerud-deen@opm.gov <hakeem.basheerud-deen@opm.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	barbara.carson@sba.gov <barbara.carson@sba.gov>	Required
	Reynolds, Robert VA VACO <rob.reynolds@va.gov>	Required
	Salo, Donald G Jr SES USARMY HQDA ASA MRA (US) <donald.g.salo2.civ@mail.mil>	Required
	'jack.l.usrey.mil@mail.mil' <'jack.l.usrey.mil@mail.mil'>	Optional
	'john.a.fedrigio.civ@mail.mil' <'john.a.fedrigio.civ@mail.mil'>	Optional

Baird, Melvin A (Alex) CIV DODHRA FEPP (US) <melvin.a.baird.civ@mail.mil>	Optional
'Meredith.Bedenbaugh-Thomas@va.gov' <'Meredith.Bedenbaugh-Thomas@va.gov'>	Optional
'mary.v.krueger.mil@mail.mil' <'mary.v.krueger.mil@mail.mil'>	Optional
'angela.knoll@va.gov' <'angela.knoll@va.gov'>	Optional
'Dwayne.Mitchell@va.gov' <'Dwayne.Mitchell@va.gov'>	Optional
'lawrencia.pierce@va.gov' <'lawrencia.pierce@va.gov'>	Optional
'David.haldeman@navy.mil' <'David.haldeman@navy.mil'>	Optional
'marie.balocki@usmc.mil' <'marie.balocki@usmc.mil'>	Optional
Rochette, Lynne M CIV OSD (US) <lynne.m.rochette.civ@mail.mil>	Optional
'ronald.l.horne3.civ@mail.mil' <'ronald.l.horne3.civ@mail.mil'>	Optional
'tonyamia.m.lewis.civ@mail.mil' <'tonyamia.m.lewis.civ@mail.mil'>	Optional
'tamre.h.newton.civ@mail.mil' <'tamre.h.newton.civ@mail.mil'>	Optional
'kimberly.a.castillo10.civ@mail.mil' <'kimberly.a.castillo10.civ@mail.mil'>	Optional
'Erica.G.Schwartz@uscg.mil' <'Erica.G.Schwartz@uscg.mil'>	Optional
'kevin.l.mcneely.mil@mail.mil' <'kevin.l.mcneely.mil@mail.mil'>	Optional
'thomas.yavorski@navy.mil' <'thomas.yavorski@navy.mil'>	Optional
'anthony.a.wickham.civ@mail.mil' <'anthony.a.wickham.civ@mail.mil'>	Optional
'Winter.Timothy@dol.gov' <'Winter.Timothy@dol.gov'>	Optional

Little, Kevin N CIV DODHRA ESGR (US) <kevin.n.little.civ@mail.mil>	Optional
'Eric.Brown@opm.gov' <'Eric.Brown@opm.gov'>	Optional
'joseph.stallings@sba.gov' <'joseph.stallings@sba.gov'>	Optional
'Coleman.Gary.W@DOL.gov' <'Coleman.Gary.W@DOL.gov'>	Optional
'douglas.g.hoffman.mil@mail.mil' <'douglas.g.hoffman.mil@mail.mil'>	Optional
'mark.toal@dol.gov' <'mark.toal@dol.gov'>	Optional
'Pfanzelter, Karl VBAVACO' <Karl.Pfanzelter1@va.gov>	Optional
Devlin, Margarita VA 00NACE <Margarita.Devlin@va.gov>	Optional
Denton, Ivan E - VETS <Denton.Ivan.E@DOL.gov>	Optional
Johnson, Alcana - VETS <johnson.alcana@dol.gov>	Optional
Rupert, Amy A CPT USARMY HQDA ASA MRA (US) <amy.a.rupert.mil@mail.mil>	Optional
Bedenbaughthomas, Meredith C CIV (US) <meredith.bedenbaugh-thomas@va.gov>	Optional
Shellenberger, Sam - VETS <Shellenberger.Sam@dol.gov>	Optional
Winter, Timothy - VETS <Winter.Timothy@dol.gov>	Optional
Horne, Ronald L CIV OSD OUSD P-R (US) <ronald.l.horne3.civ@mail.mil>	Optional
Newton, Tamre H CIV USAF AF-A1 (US) <tamre.h.newton.civ@mail.mil>	Optional

---

<b>Time</b>	1:00 PM – 3:30 PM	
<b>Subject</b>	Michael at TAP Meeting	
<b>Location</b>	Pentagon	
<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Time** 3:00 PM – 3:30 PM  
**Subject** OPE Appreciation- Ice Cream Social  
**Location** 5C100  
**Show Time As** Tentative  
Please join OPE leadership for an Ice Cream Social in 5C100 between 3:00PM and 3:30PM on June 13th. We would like to show our appreciation to everyone for your efforts and dedication to public service, as well as carve out some time for you to take the FEVS and give us your feedback. We will have laptops available for you (or you can BYOL—bring your own laptop) to take the survey while you enjoy some snacks and good company.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Adler, Sheryl <Sheryl.Adler@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required

---

**Time** 4:00 PM – 4:30 PM  
**Subject** Aaron/ Michael - Re: Broad Federal Issues  
**Location** Aaron will call Michael @ 202-453-6364  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brower, Aaron <aaron.brower@uwex.edu>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Wednesday, June 14, 2017**

**Time** 9:30 AM – 10:30 AM  
**Subject** (b)(6)  
**Location**  
**Show Time As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	(b)(6)	Required

---

**Time** 1:10 PM – 1:30 PM  
**Subject** Travel to 101 Constitution Ave NW  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Soo, David <David.Soo@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Leu, Sharon <Sharon.Leu@ed.gov>	Required

---

**Time** 1:30 PM – 3:30 PM  
**Subject** Meeting with QAEs participating in EQUIP pilot  
**Location** EducationCounsel offices, 101 Constitution Ave NW, Potomac Room  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Soo, David <David.Soo@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Leu, Sharon <Sharon.Leu@ed.gov>	Required

---

**Time** 1:30 PM – 3:30 PM  
**Subject** Michael at Education Counsel  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Time** 4:00 PM – 4:30 PM  
**Subject** Call with Jeff Andrade  
**Location** Conference Line (b)(6)  
**Show Time As** Busy

Conference Line  
Participant Code  
Kathleen has lead

Purpose: To discuss higher education

Background

Jeff Andrade  
Senior Advisor  
675 North Washington Street, Suite 340  
Alexandria, VA 22314  
Office: HYPERLINK "tel:%28571%29%20447-5012"(571) 447-5012  
Mobile: +1 (202) 361-8154  
HYPERLINK "mailto:jeffandrade@mckeongrp.com"jeffandrade@mckeongrp.com  
HYPERLINK "http://www.mckeongroupllc.com/"www.mckeongrp.com

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Jeff Andrade (jeffandrade@mckeongrp.com) <jeffandrade@mckeongrp.com>	Required

Thursday, June 15, 2017

Time 9:00 AM – 9:30 AM

Subject

(b)(5)

Location Deputy Secretary Conference Room

Attachments

(b)(5)

Show Time As Busy

-----Original Appointment-----

From: Gordon, Bryon S.

Sent: Monday, June 12, 2017 3:52 PM

To: Gordon, Bryon S.; Sorensen, Howard; Conaty, Joe; Gray, Jason;  
Rosenfelt, Phil; St.Pierre, Tracey; Petersen, Molly; Smith, Kathleen;  
McFadden, Elizabeth; McHugh, Erin

Cc: Howard, Pat; Coe, Charles; Mancuso, Robert; Wood, Tony;

(b)(5)

I appreciate the meeting with us on short notice. Please let me know if you have any questions.

Bryon Gordon  
Deputy Assistant Inspector General for Audit  
202-245-6051

Attendees	Name <E-mail>	Attendance
	Gordon, Bryon S. <Bryon.Gordon@ed.gov>	Organizer
	Sorensen, Howard <Howard.Sorensen@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Gray, Jason <Jason.Gray@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
	McHugh, Erin <Erin.McHugh@ed.gov>	Required
	Howard, Pat <Pat.Howard@ed.gov>	Optional
	Coe, Charles <Charles.Coe@ed.gov>	Optional
	Mancuso, Robert <Robert.Mancuso@ed.gov>	Optional
	Wood, Tony <Tony.Wood@ed.gov>	Optional
	Mitchell, Tracy <Tracy.Mitchell@ed.gov>	Optional
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

**Time** 9:45 AM – 10:15 AM  
**Subject** Meet with Rebecca Taber, Coursera.org  
**Location** WDCFB6-7C100  
**Attachments** (b)(5)  
**Show Time As** Busy  
 See attached briefing paper. Let me know if there are any questions.

Eric

Attendees	Name <E-mail>	Attendance
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Ford, Kim R. <Kim.Ford@ed.gov>	Required

---

**Time** 11:00 AM – 12:00 PM  
**Subject** (b)(6)  
**Location**  
**Show Time As** Busy  
**Attendees** **Name <E-mail>** **Attendance**  
(b)(6) Organizer  
Brickman, Michael <Michael.Brickman@ed.gov> Required

---

**Time** 12:00 PM – 1:00 PM  
**Subject** (b)(6)  
**Show Time As** Busy

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**Time** 2:00 PM – 2:30 PM  
**Subject** Invitation: 1:1 Michael Brickman / Charla Long (C-BEN) @ Thu Jun 15, 2017 1pm - 1:30pm (CDT) (michael.brickman@ed.gov)  
**Location** Conference Line (b)(6)  
**Attachments** invite.ics  
**Show Time As** Busy  
Manage all your calendars in one place.  
Download the Google Calendar app.  
HYPERLINK "http://goo.gl/7KCT5Y" HYPERLINK

(b)(6)

(b)(6)

**Attendees** **Name <E-mail>**

(b)(6)

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required

---

**Friday, June 16, 2017**



**Time** 8:00 AM – 8:45 AM

**Subject** Monica Herk/Michael Brickman policy chat

**Location** Starbucks, 6th & C SW

**Show Time As** Busy

Monica's cell is (b)(6) needed for last-minute communications.

**Attendees** **Name <E-mail>**

Herk, Monica <mherk@ced.org>

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required



**Time** 11:00 AM – 11:45 AM

**Subject** Invitation: STEM Premier Demo for DOE @ Fri Jun 16, 2017 10am - 10:45am (CDT) (michael.brickman@ed.gov)

**Location** GoToMeeting Demo of STEM Premier

**Attachments** invite.ics

**Show Time As** Busy

HYPERLINK "<https://www.google.com/calendar/event?action=VIEW>

(b)(6)

(b)(6)

(b)(6)

Attendees	Name <E-mail>	Attendance
	skappler@stempremier.com <skappler@stempremier.com>	Organizer
	Casey Welch <cwelch@stempremier.com>	Required
	Donald Tyllinski <dtyllinski@stempremier.com>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 11:30 AM – 1:00 PM  
**Subject** Lunch with David Brickman from Department of Education  
**Location** Vie de France  
**Show Time As** Tentative  
Meet to discuss Credentialing Issues and national initiatives.

Attendees	Name <E-mail>	Attendance
	Roy Swift <RSwift@ansi.org>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 1:00 PM – 1:30 PM  
**Subject** TAP EC Meeting - Back-brief  
**Location** Michael to call Karin at 703-614-8640  
**Show Time As** Busy  
I'm happy to call you instead, if you provide the number to reach you.

Best,  
Karin

Attendees	Name <E-mail>	Attendance
	Orvis, Karin A CIV OSD OSD (US) <karin.a.orvis.civ@mail.mil>	Organizer

Brickman, Michael <Michael.Brickman@ed.gov> Required

---

**Time** 4:30 PM – 5:00 PM  
**Subject** Experimental Sites  
**Location** Jim's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Monday, June 19, 2017**

**Time** 10:30 AM – 11:00 AM  
**Subject** Michael and Kathleen Discuss Ex Sites  
**Location** Kathleen's Office  
**Show Time As** Busy  
I'm not sure if you're in the office, but let me know if this works.  
Thanks and have a great weekend.

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Time** 11:00 AM – 11:30 AM  
**Subject** Check in about supplemental priorities  
**Location** WDCFB6-5E335 (Managed) or dial (b)(6)  
**Show Time As** Busy


Name <E-mail>	Attendance
Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Disario, Rachel <Rachel.Disario@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Fong, Michael <Michael.Fong@ed.gov>	Required
Lee, Erica <Erica.Lee@ed.gov>	Required

---

**Time** 3:00 PM – 3:30 PM  
**Subject** Meeting Dr. Art Keiser  
**Location** Jim's Office  
**Show Time As** Busy


	Dr. Art Keiser, Chancellor of Keiser University Chairman of NACIQI	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Manning, James <James.Manning@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Alfuth, Jon <Jon.Alfuth@ed.gov>	Required
	Tahir, Veronica <Veronica.Tahir@ed.gov>	Required

---


 **Time** 4:15 PM – 4:30 PM  
**Subject** Stop by Ebony's Office  
**Show Time As** Busy

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**Tuesday, June 20, 2017**


 **Time** 8:00 AM – 8:30 AM  
**Subject** Car Leaves for NACIQI  
**Show Time As** Busy

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 **Time** 8:30 AM – 5:30 PM  
**Subject** NACIQI  
**Recurrence** Occurs every day effective 6/20/2017 until 6/22/2017 from 8:30 AM to 5:30 PM  
**Reminder** 5 minutes  
**Show Time As** Busy

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**Wednesday, June 21, 2017**

 **Time** 8:30 AM – 5:30 PM  
**Subject** NACIQI  
**Reminder** 5 minutes  
**Show Time As** Busy


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 **Time** 2:00 PM – 3:00 PM  
**Subject** Discuss Apprenticeships/Internships with Michael  
**Location** Michael can reach Gretchen at 630.678.8425  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Gretchen Koch <GKoch@comptia.org>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Thursday, June 22, 2017**

 **Time** 8:30 AM – 1:00 PM  
**Subject** NACIQI  
**Show Time As** Busy

**Time** 10:00 AM – 10:05 AM  
**Subject** REMINDER - timesheets need to be completed by the last Friday of the pay period  
**Recurrence** Occurs every 2 weeks on Thursday effective 2/16/2017 until 7/6/2017 from 10:00 AM to 10:05 AM  
**Show Time As** Free

Accidentally sent out a removal for this from your calendar. Please accept again to keep the timesheet reminder on your calendar.

Resending for newer employees or those who may not have accepted the original outlook appointment. Outlook invite to follow.

From: Letourneau, Kristina  
Sent: Friday, October 26, 2012 9:38 AM  
To: OPE All Users  
Subject: Completing your timesheet in WebTA  
Importance: High

As you know, all timesheets should be completely processed (validated/affirmed/certified) by the last Friday of the pay period. This is often not being done. Many timesheets are not being completed until the following Monday, Tuesday and sometimes even Wednesday. This can cause employees to not be paid on time.

When employees/supervisors are contacted regarding missing timesheets, I am often told that they forgot it was time to do timesheets.

In order to prevent this from happening, I will be sending out an OPE-Wide appointment invite. It will be a recurring appointment for every other Thursday, to remind you to complete timesheets by Friday. Please accept this appointment onto your calendar so you will get the biweekly reminder.

Employees/Supervisors - If you will be out of the office on the Friday that timesheets are due, make sure you complete it on the last day you are in the office, prior to your flex day or leave.

Supervisors – please make sure you have assigned a delegate to complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.

Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer

OPE All Users <\_OPEAllUsers@ed.gov>

Required

**Time** 4:30 PM – 5:00 PM

**Subject** FW: Check in with Michael Brickman

**Location** Kathleen's Office

**Show Time As** Busy

If we can move it to 4 that would help,

(b)(6)

(b)(6)

-----Original Appointment-----

From: Hill, Paula On Behalf Of Smith, Kathleen

Sent: Wednesday, June 21, 2017 6:13 PM

To: Smith, Kathleen; Brickman, Michael; Smith, Kathleen (HYPERLINK "mailto:Kathleen.Smith@ed.gov" Kathleen.Smith@ed.gov)

Subject: Check in with Michael Brickman

When: Thursday, June 22, 2017 4:30 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Kathleen's Office

**Attendees** **Name <E-mail>**

Smith, Kathleen <Kathleen.Smith@ed.gov>

**Attendance**

Organizer

Brickman, Michael <Michael.Brickman@ed.gov>

Required

**Friday, June 23, 2017**

**Time** 12:00 PM – 1:00 PM

**Subject** Lunch with Wetzel

**Show Time As** Busy

**Time** 3:00 PM – 4:00 PM

**Subject** Updated Invitation: Kathleen and Michael at Department of Education @ Fri Jun 23, 2017 3pm - 4pm (EDT) (michael.brickman@ed.gov)

**Location** U.S. Department of Education Headquarters - Lyndon Baines Johnson Building, 400 Maryland Ave SW, Washington, DC 20202, USA

**Attachments** invite.ics

**Show Time As** Busy

This event has been changed.


HYPERLINK "https://www.google.com/calendar/event?action=VIEW

(b)(6)

(b)(6)

Attendees	Name <E-mail>	Attendance
	Kathleen deLaski <(b)(6)>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	WDCFB6-7C100 <WDCFB6-7C100@ed.gov>	Required

---

 **Time** 4:00 PM – 4:15 PM  
**Subject** Supplemental Priorities Planning Meeting  
**Location** Hilary's Office  
**Show Time As** Busy  
Brief discussion about status of Supplemental Priorities and next steps. (Sorry about scheduling late Friday, it was tough to find a good time for the three of us.)

Hilary

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Ramakiss, Jessica <Jessica.Ramakiss@ed.gov>	Required


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**Monday, June 26, 2017**

 **Time** 10:00 AM – 11:00 AM  
**Subject** (b)(6)  
**Location**  
**Show Time As** Busy


<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	(b)(6) <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Required

---

 **Time** 11:15 AM – 11:45 AM  
**Subject** Discuss Supplemental Priorities  
**Location** WDCFB6-7C100  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	WDCFB6-7C100 <WDCFB6-7C100@ed.gov>	Resource
	Stanton, Craig <Craig.Stanton@ed.gov>	Required
	Cordes, Bill <Bill.Cordes@ed.gov>	Required

---

 **Time** 1:30 PM – 2:30 PM  
**Subject** Supplemental Priorities  
**Location** 6E251  
**Show Time As** Busy  
6/26/17 – updating location to OGC conference room/6E251. Thanks.


<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
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Disario, Rachel <Rachel.Disario@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Barlow, Christine <Christine.Barlow@ed.gov>	Required
Lagaard, Soren <Soren.Lagaard@ed.gov>	Required
Kole, Adina <Adina.Kole@ed.gov>	Required

---


**Tuesday, June 27, 2017**


 **Time** 10:00 AM – 10:30 AM  
**Subject** Meeting  
**Show Time As** Busy

 **Time** 11:00 AM – 12:00 PM  
**Subject** Coffee with Matt  
**Show Time As** Busy

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**Wednesday, June 28, 2017**

 **Time** 11:45 AM – 12:45 PM  
**Subject** Lunch  
**Show Time As** Busy

 **Time** 1:00 PM – 1:30 PM  
**Subject** (b)(5)  
**Location** Kathleen's Office 7E310  
**Attachments** (b)(5)

**Show Time As** Busy

(b)(5)

Herman Bounds Jr., Ed.S  
Director  
Accreditation Group  
Office of Post Secondary Education  
US Department of Education  
400 Maryland Ave  
Washington DC 20202  
HYPERLINK  
"mailto:Herman.Bounds@ed.gov%3cmailto:Herman.Bounds@ed.gov"  
Herman.Bounds@ed.gov<mailto:Herman.Bounds@ed.gov>  
202-453-7615

Attendees	Name <E-mail>	Attendance
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Bounds, Herman <Herman.Bounds@ed.gov>	Required

Thursday, June 29, 2017

Time 9:30 AM – 10:30 AM

Subject (b)(6)

Location

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer

(b)(6)

Required

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**Time** 12:45 PM – 1:15 PM  
**Subject** Michael and Linda Discuss OPE All Hands Meeting  
**Location** Linda's Office  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Byrd-Johnson, Linda <Linda.Byrd-Johnson@ed.gov>	Required

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**Time** 3:00 PM – 4:00 PM  
**Subject** Rescheduled Intra-agency STEM meeting  
**Location** WDCFB6-4C101 (b)(6)  
**Show Time As** Tentative

Hi Intra-Agency STEM Colleagues,

Please join us for the June intra-agency STEM meeting on 6/29 from 3 – 4 pm. We are moving this because of a conflict on the date/time currently scheduled meeting for this group (7/14/17 at 1 pm).

For those unable to join in person, please call in participant code (b)(6)

Agenda:

Introductions

Recent or upcoming STEM events at ED (PI/grantee meetings; NIAs)

Recent or upcoming STEM events external to ED but of relevance to the group

Showcase other POCs involved in STEM: This month we will feature IES – featuring speaker Wai-Ying Chow

Other items of interest

I also wanted to draw to your attention the following items (which we will discuss at the meeting as well):

(b)(5)

(b)(5)

If folks have any additional items they'd like to add to this agenda, please let me know by noon on 6/27.

Thanks again,  
Ellen

Attendees	Name <E-mail>	Attendance
	Lettvin, Ellen <Ellen.Lettvin@ed.gov>	Organizer
	Wilson, Linda <Linda.Wilson@ed.gov>	Required
	Browning, Andrea <Andrea.Browning@ed.gov>	Required
	Johnson, Patricia <Patricia.Johnson@ed.gov>	Required
	Bega, Dennis <Dennis.Bega@ed.gov>	Required
	Chhin, Christina <Christina.Chhin@ed.gov>	Required
	Doolittle, Charles <Charles.Doolittle@ed.gov>	Required
	Duran, Maribel <Maribel.Duran@ed.gov>	Required
	Falken, Andrea <Andrea.Falken@ed.gov>	Required
	Gettler, Rachel <Rachel.Gettler@ed.gov>	Required
	Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
	Harwarth, Irene <Irene.Harwarth@ed.gov>	Required
	Hines, Ralph <Ralph.Hines@ed.gov>	Required
	roger.nozaki@ed.gov <roger.nozaki@ed.gov>	Required
	Palacios, Albert <Albert.Palacios@ed.gov>	Required
	Schneider, Diana <Diana.Schneider@ed.gov>	Required
	stacey.sljepcevic@ed.gov <stacey.sljepcevic@ed.gov>	Required
	Soo, David <David.Soo@ed.gov>	Required
	Caloza, Jessica <Jessica.Caloza@ed.gov>	Required
	Southwell, Debora <Debora.Southwell@ed.gov>	Required
	Montanti, Irene <Irene.Montanti@ed.gov>	Required

Lekander, Brian <Brian.Lekander@ed.gov>	Required
Ceja, Beatriz <Beatriz.Ceja@ed.gov>	Required
Hernandez-Marshall, Angela <Angela.Hernandez-Marshall@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
mark.mitsui@ed.gov <mark.mitsui@ed.gov>	Required
Seugling, Carolyn <Carolyn.Seugling@ed.gov>	Required
Jaime, Ivonne <Ivonne.Jaime@ed.gov>	Required
McClain, Tiffany <Tiffany.McClain@ed.gov>	Required
Terpak, Kelly <Kelly.Terpak@ed.gov>	Required
Howerton, Mia <Mia.Howerton@ed.gov>	Required
beth.plewa@ed.gov <beth.plewa@ed.gov>	Required
Berg, Erin <Erin.Berg@ed.gov>	Required
Knollman, Gregory <Gregory.Knollman@ed.gov>	Required
Huh, Stefan <Stefan.Huh@ed.gov>	Required
Binder, Isadora <Isadora.Binder@ed.gov>	Required
Hinton, Anna <Anna.Hinton@ed.gov>	Required
Richardson, Venitia <Venitia.Sablo-Richardson@ed.gov>	Required
Chow, Wai-Ying <Wai-Ying.Chow@ed.gov>	Required
Caudillo, Emmanuel <Emmanuel.Caudillo@ed.gov>	Required
Patel, Shiwali <Shiwali.Patel@ed.gov>	Required
Tschantz, Jennifer <Jennifer.Tschantz@ed.gov>	Required
Proctor, Tammy <Tammy.Proctor@ed.gov>	Required
Kavulic, Christy <Christy.Kavulic@ed.gov>	Required
Sanchez, Carmen <Carmen.Sanchez@ed.gov>	Required
Ellis, Dawn <Dawn.Ellis@ed.gov>	Required

Jackson, Terry <Terry.Jackson@ed.gov>	Required
Birge, Eve <Eve.Birge@ed.gov>	Required
Brasiel, Sarah <Sarah.Brasiel@ed.gov>	Required
Costello, Bianca <Bianca.Costello@ed.gov>	Required
Toussaint, Monique <Monique.Toussaint@ed.gov>	Required
Hodgdon, Jane <Jane.Hodgdon@ed.gov>	Required
McMahan, Arthur <Arthur.McMahan@ed.gov>	Required
Gil, Everardo <Everardo.Gil@ed.gov>	Required
Fergusson, Tammi <Tammi.Fergusson@ed.gov>	Required
Jones, Elyse <Elyse.Jones@ed.gov>	Required
Franklin, Sedika <Sedika.Franklin@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required

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#### Friday, June 30, 2017


**Time** All Day  
**Subject** (b)(6)  
**Show Time As**  
**Attendees**


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#### Monday, July 03, 2017


**Time** (b)(6)  
**Subject**  
**Show Time As**

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#### Tuesday, July 04, 2017


**Time** All Day  
**Subject** Office Closed  
**Show Time As** Out of Office

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#### Wednesday, July 05, 2017

**Time** 11:00 AM – 12:30 PM  
**Subject** higher ed plan development  
**Location** Undersec con room  
**Show Time As** Busy  
 Adding Lynn and Michael if they are able to join us –if not I will update after  
 THANK S

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 5:00 PM – 5:30 PM  
**Subject** Accreditor PPA  
**Location** Jim's Office  
**Show Time As** Busy  
 This is the first when we are all available.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

#### Thursday, July 06, 2017

**Time** 9:00 AM – 10:00 AM  
**Subject** OPE Senior Staff Meeting  
**Location** OUS Conference Room 7E312  
**Show Time As** Busy  
 Please let me know if this works for your schedule.

Thanks so much

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
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Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
Garcia, Lenore <Lenore.Garcia@ed.gov>	Required
Kissel, Adam <Adam.Kissel@ed.gov>	Required
Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
Miller, Daniel J <Daniel.Miller@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 10:00 AM – 10:05 AM

**Subject** REMINDER - timesheets need to be completed by the last Friday of the pay period

**Recurrence** Occurs every 2 weeks on Thursday effective 2/16/2017 until 7/6/2017 from 10:00 AM to 10:05 AM

**Show Time As** Free

Accidentally sent out a removal for this from your calendar. Please accept again to keep the timesheet reminder on your calendar.

Resending for newer employees or those who may not have accepted the original outlook appointment. Outlook invite to follow.

From: Letourneau, Kristina  
 Sent: Friday, October 26, 2012 9:38 AM  
 To: OPE All Users  
 Subject: Completing your timesheet in WebTA  
 Importance: High

As you know, all timesheets should be completely processed (validated/affirmed/certified) by the last Friday of the pay period. This is often not being done. Many timesheets are not being completed until the following Monday, Tuesday and sometimes even Wednesday. This can cause employees to not be paid on time.

When employees/supervisors are contacted regarding missing timesheets, I am often told that they forgot it was time to do timesheets.

In order to prevent this from happening, I will be sending out an OPE-Wide appointment invite. It will be a recurring appointment for every other Thursday, to remind you to complete timesheets by Friday. Please accept this appointment onto your calendar so you will get the biweekly reminder.

Employees/Supervisors - If you will be out of the office on the Friday that timesheets are due, make sure you complete it on the last day you are in the office, prior to your flex day or leave.

Supervisors – please make sure you have assigned a delegate to

complete timesheets in your absence. If you know you will not be in the office on the Friday that timesheets are due, make sure your delegate is aware that they need to certify the timesheets on your behalf. You should also provide your staff with a deadline to submit their timesheets to you, to allow you time to certify them by COB Friday.

Let me know if you have any questions.

Thanks,  
Krissy

Attendees	Name <E-mail>	Attendance
	Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required

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**Time** 11:00 AM – 11:45 AM  
**Subject** Meeting request {OpenStax}  
**Location** WDCFB6-6C100 (Managed)  
**Show Time As** Busy  
Good morning,

Your request for a meeting has been accepted and scheduled for July 6 at 11:00 am. To ensure ease of access and meeting accommodations, please provide me with a list of individuals that will be joining you for the meeting. We are in a secured facility; upon accessing the Maryland Avenue entrance, you must put your personal belongings on the X-Ray machine. You must separate your laptops from the case and put all e-readers, iPads etc. through x-ray, then walk through the magnetometer and presenting a picture ID to security. Visitors to this facility must be escorted at all times; consequently, someone from Mr. Kissel's office will meet you in the lobby. If you have any concerns, please give me a call on 202-453-7566.

Agnes (Ginny) Jameson  
Assistant to the Deputy Assistant Secretary  
U.S. Department of Education | Office of Postsecondary Education  
Higher Education Programs  
400 Maryland Avenue, S.W. 7E226 | Washington, D.C. 20202  
(Phone) 202-453-7566 [HYPERLINK](#)  
"mailto:%7Cagnes.jameson@ed.gov" | agnes.jameson@ed.gov

From: Susan Sweat [mailto:susansweat@cgagroup.com]  
Sent: Thursday, June 29, 2017 5:44 PM  
To: Kissel, Adam; 'HYPERLINK "mailto:katheen.smith@ed.gov" katheen.smith@ed.gov'  
Subject: meeting request

Adam & Kathleen,  
We represent Rice University, which is home to OpenStax College. OpenStax College is revolutionizing the publishing world by using a philanthropic model to offer free textbooks for the 25 most heavily attended college courses in the nation – which are usually taken at the community college level or in the first two years of university. They also have some interesting work happening in the K-12 arena and in relation to machine learning.

Daniel Williamson, the OpenStax Managing Director, will be in DC next Thursday (July 6th). We are trying to set up a few meeting for him to discuss OpenStax in some detail with relevant thought-leaders and decision-makers. He has met with the Office of Education Technology. OpenStax enjoys broad bipartisan support in Congress and from schools across the country. We thought a short meeting with you, or the most appropriate post secondary staff, to make you aware of their work and scope as you develop the new administration's goals and plans could be beneficial. Please let me know if you might have some time next Thursday. Daniel is also in town Wednesday late afternoon if that is better.

Thank you for your consideration of this request,  
Susan

Susan Sweat | Senior Vice President  
<image001.jpg>  
Annapolis | Atlanta | Austin | Baton Rouge | Chicago | Des Moines  
Houston | Jackson | Richmond | Springfield | Washington

202.448.9527 Direct | 202.210.1309 Mobile

300 Independence Avenue, SE  
Washington, DC 20003

HYPERLINK "http://www.cgagroup.com/" www.cgagroup.com |  
@CGAGroup

Attendees	Name <E-mail>	Attendance
	Jameson, Agnes <Agnes.Jameson@ed.gov>	Organizer
	Kissel, Adam <Adam.Kissel@ed.gov>	Required
	susansweat@cgagroup.com	Required

<susansweat@cgagroup.com>


Soo, David <David.Soo@ed.gov> Required

Whitaker, Heather <Heather.Whitaker@ed.gov> Optional

Brickman, Michael <Michael.Brickman@ed.gov> Optional


Tim Wolfmeyer <twolfmeyer@cgagroup.com> Optional

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 **Time** 11:30 AM – 12:00 PM  
**Subject** Rasmussen College/ED Direct Assessment  
**Location** Please call Brooks at 952-806-3911  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brooks Doherty <Brooks.Doherty@rasmussen.edu>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

 **Time** 1:00 PM – 1:30 PM  
**Subject** Background on regular and substantive  
**Location** 6W210 / call Musser  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Soo, David <David.Soo@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Musser, David <David.Musser@ed.gov>	Required

---

**Friday, July 07, 2017**

 **Time** 9:30 AM – 10:00 AM  
**Subject** Michael and Linda Meet  
**Location** Linda's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Byrd-Johnson, Linda <Linda.Byrd-Johnson@ed.gov>	Required
Kissel, Adam <Adam.Kissel@ed.gov>	Optional
Jameson, Agnes (Agnes.Jameson@ed.gov) <Agnes.Jameson@ed.gov>	Optional

---

**Time** 10:00 AM – 11:00 AM  
**Subject** (b)(6)  
**Location** [REDACTED]  
**Show Time As** Busy  
**Attendees** **Name <E-mail>** **Attendance**  
Brickman, Michael <Michael.Brickman@ed.gov> Organizer  
[REDACTED] Required

**Time** 3:00 PM – 3:30 PM  
**Subject** (b)(6)  
**Location** [REDACTED]  
**Show Time As** [REDACTED]  
**Attendees** **Name <E-mail>** **Attendance**  
Brickman, Michael <Michael.Brickman@ed.gov> Organizer  
[REDACTED] Required

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**Monday, July 10, 2017**

**Time** 9:00 AM – 4:00 PM  
**Subject** Neg Reg Hearings  
**Location** LBJ  
**Show Time As** Busy  
**Attendees** **Name <E-mail>** **Attendance**  
Smith, Kathleen <Kathleen.Smith@ed.gov> Organizer  
Brickman, Michael <Michael.Brickman@ed.gov> Required

---

**Time** 3:00 PM – 3:30 PM  
**Subject** MEETING: College in High School Alliance  
**Location** Jason's Office 3W315  
**Show Time As** Busy  
Meeting Name: MEETING: College in High School Alliance  
Purpose: To discuss the Department's feedback to States on their ESSA plans to clarify how states should include and explain advanced coursework as part of the college and career readiness optional indicator.  
Date: July 10th 3PM-3:30PM  
Location: Jason's Office  
  
PARTICIPANTS  
Clara Haskell Botstein, Associate Vice President, Bard Early Colleges  
Lillian Pace, Senior Director of National Policy, KnowledgeWorks Foundation  
Lexi Barrett, Director of National Education Policy, Jobs for the Future  
Alex Perry, Coordinator, College in High School Alliance (registered)

lobbyist – can be excluded if appropriate)

POINT OF CONTACT

Name: Clara Haskell Botstein

Title/Organization: Associate Vice President, Bard Early Colleges

Phone: (914) 388-0699

Email: HYPERLINK "mailto:cbotstein@bard.edu" cbotstein@bard.edu

Attendees	Name <E-mail>	Attendance
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Ford, Kim R. <Kim.Ford@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

Tuesday, July 11, 2017

**Time** 10:30 AM – 11:00 AM

**Subject** Walk through event site

**Location** LBJ auditorium

**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

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**Time** 11:00 AM – 12:00 PM

**Subject** FW: OPE ALL STAFF MEETING

**Location** LBJ AUDITORIUM

**Show Time As** Busy

-----Original Appointment-----

From: Jones, Sharon

Sent: Monday, January 30, 2017 4:10 PM

To: Jones, Sharon; OPE All Users

Subject: OPE ALL STAFF MEETING

When: Tuesday, July 11, 2017 11:00 AM-12:00 PM (UTC-05:00)

Eastern Time (US & Canada).

Where: LBJ AUDITORIUM


Dial-in Number:

Participant Access


Attendees	Name <E-mail>	Attendance
	Jones, Sharon <Sharon.Jones@ed.gov>	Organizer

Brickman, Michael <Michael.Brickman@ed.gov>	Required
OPE All Users <_OPEAllUsers@ed.gov>	Required


### Wednesday, July 12, 2017

	<b>Time</b>	9:00 AM – 10:00 AM								
	<b>Subject</b>	Meeting with Mike Buttry (Capella Education Company) and Michael Brickman (Department of Education)								
	<b>Location</b>	Vie de France, 600 Maryland Ave SW, Washington, DC 20024								
	<b>Show Time As</b>	Busy								
	<b>Attendees</b>	<table> <tr> <th>Name &lt;E-mail&gt;</th> <th>Attendance</th> </tr> <tr> <td>Jenna Talbot &lt;Jenna@whiteboardadvisors.com&gt;</td> <td>Organizer</td> </tr> <tr> <td>Mike Buttry &lt;mike.buttry@capella.edu&gt;</td> <td>Required</td> </tr> <tr> <td>Brickman, Michael &lt;Michael.Brickman@ed.gov&gt;</td> <td>Required</td> </tr> </table>	Name <E-mail>	Attendance	Jenna Talbot <Jenna@whiteboardadvisors.com>	Organizer	Mike Buttry <mike.buttry@capella.edu>	Required	Brickman, Michael <Michael.Brickman@ed.gov>	Required
Name <E-mail>	Attendance									
Jenna Talbot <Jenna@whiteboardadvisors.com>	Organizer									
Mike Buttry <mike.buttry@capella.edu>	Required									
Brickman, Michael <Michael.Brickman@ed.gov>	Required									

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	<b>Time</b>	9:00 AM – 4:00 PM
	<b>Subject</b>	Neg Reg Hearing
	<b>Location</b>	Southern Methodist University, Underwood Law Library-Walsh Classroom, 6550 Hillcrest Ave., Dallas, TX 75275
	<b>Show Time As</b>	Free

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	<b>Time</b>	4:30 PM – 5:30 PM																				
	<b>Subject</b>	Political All Staff Meeting																				
	<b>Location</b>	Secretary's Conference Room (OS Managed)																				
	<b>Show Time As</b>	Busy																				
	<b>Attendees</b>	<table> <tr> <th>Name &lt;E-mail&gt;</th> <th>Attendance</th> </tr> <tr> <td>Venable, Joshua &lt;Joshua.Venable@ed.gov&gt;</td> <td>Organizer</td> </tr> <tr> <td>Bailey, Nathan &lt;Nathan.Bailey@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Botel, Jason &lt;Jason.Botel@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Breeding, Nathaniel &lt;Nathaniel.Breeding@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Brickman, Michael &lt;Michael.Brickman@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Broadwater, Sara &lt;Sara.Broadwater@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Chamberlain, Michael &lt;Michael.Chamberlain@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Coxen, Carrie &lt;Carrie.Coxen@ed.gov&gt;</td> <td>Required</td> </tr> <tr> <td>Davis, Martha &lt;Martha.Davis@ed.gov&gt;</td> <td>Required</td> </tr> </table>	Name <E-mail>	Attendance	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required	Botel, Jason <Jason.Botel@ed.gov>	Required	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required	Brickman, Michael <Michael.Brickman@ed.gov>	Required	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required	Davis, Martha <Martha.Davis@ed.gov>	Required
Name <E-mail>	Attendance																					
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer																					
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required																					
Botel, Jason <Jason.Botel@ed.gov>	Required																					
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required																					
Brickman, Michael <Michael.Brickman@ed.gov>	Required																					
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required																					
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required																					
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required																					
Davis, Martha <Martha.Davis@ed.gov>	Required																					

Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Henderson, Chelsea <Chelsea.Henderson@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jackson, Candice <Candice.Jackson@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Kissel, Adam <Adam.Kissel@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Richey, Kimberly <Kimberly.Richey@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Sherman, Brandon <Brandon.Sherman@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
Whitaker, Heather <Heather.Whitaker@ed.gov>	Required

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**Friday, July 14, 2017**

 **Time** 11:30 AM – 12:00 PM  
**Subject** 2d fl.  
**Location** Dan's  
**Show Time As** Busy  
**Attendees**


Name <E-mail>	Attendance
Kissel, Adam <Adam.Kissel@ed.gov>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Miller, Daniel J <Daniel.Miller@ed.gov>	Required

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 **Time** 1:45 PM – 2:15 PM  
**Subject** Michael and Braden Call on Stackable Credentials  
**Location** Michael call Braden  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
Goetz, Braden <Braden.Goetz@ed.gov>	Required

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 **Time** 2:00 PM – 2:30 PM  
**Subject** Michael and EMET Call  
**Location** (b)(6)  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
-Sarah Stern <ssstern@emetonline.org>	Required
Jennifer Dekel <jdekel@emetonline.org>	Required
Adam Turner <aturner@emetonline.org>	Required

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**Monday, July 17, 2017**

**Time** 9:30 AM – 10:00 AM  
**Subject** Tech Support  
**Show Time As** Busy

**Time** 10:00 AM – 11:00 AM  
**Subject** Michael and Lexi Barrett Coffee  
**Location** Vie de France, 600 Maryland Ave SW, Washington, DC 20024  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Brickman, Michael <Michael.Brickman@ed.gov>	Organizer
	Lexi Barrett <lbarrett@jff.org>	Required
	Mary Clagett <mclagett@jff.org>	Optional

**Time** 3:00 PM – 4:00 PM  
**Subject** Reform Steering Committee  
**Location** WDCFB6-2W240-20 (Managed)


**Attachments** (b)(5)

**Show Time As** Busy  
Rescheduled 7/13 meeting to 7/17.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	McHugh, Erin <Erin.McHugh@ed.gov>	Organizer
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Navarro, Erica <Erica.Navarro@ed.gov>	Required
	Ryder, Ruth <Ruth.Ryder@ed.gov>	Required
	Bergstrom, Peter <Peter.Bergstrom@ed.gov>	Required
	Kasior, Anna <Anna.Kasior@ed.gov>	Required
	Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Betka, Sue <Sue.Betka@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Carter, Denise <Denise.Carter@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required

Jackson, Candice <Candice.Jackson@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Sessa, Matthew <Matthew.Sessa@ed.gov>	Required
Miller, Meredith <Meredith.Miller@ed.gov>	Required
Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Kean, Larry <Larry.Kean@ed.gov>	Required
Crowner, Quasette <Quasette.Crowner@ed.gov>	Required
Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
Richey, Kimberly <Kimberly.Richey@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Sherman, Brandon <Brandon.Sherman@ed.gov>	Optional

**Tuesday, July 18, 2017**

 **Time** 7/18/2017 12:00 AM – 7/20/2017 12:00 AM

**Subject** (b)(6)

**Show Time As** Free

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Jones, Sharon <Sharon.Jones@ed.gov>	Required
	Kissel, Adam <Adam.Kissel@ed.gov>	Required
	Miller, Daniel J <Daniel.Miller@ed.gov>	Required

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Navarro, Erica <Erica.Navarro@ed.gov>	Required

**Time** 10:30 AM – 11:00 AM  
**Subject** Meeting- Ebony Lee and Michael Brickman  
**Location** Ebony's Office  
**Show Time As** Busy  
 From: "Lee, Ebony" <HYPERLINK "mailto:Ebony.Lee@ed.gov" Ebony.Lee@ed.gov>  
 Date: July 14, 2017 at 6:54:23 PM EDT  
 To: "Brickman, Michael" <HYPERLINK "mailto:Michael.Brickman@ed.gov" Michael.Brickman@ed.gov>

(b)(5)

Attendees	Name <E-mail>	Attendance
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

**Time** 11:00 AM – 12:00 PM  
**Subject** YOU ARE INVITED TO Student Art Exhibit Opening With Performances:  
 Fairfax County Public Schools  
**Location** U.S. Department of Education, LBJ Auditorium  
**Show Time As** Tentative  
**Attendees** **Name <E-mail>** **Attendance**

Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Organizer
OCO All HQ Users <OCOAllHQUsers@ed.gov>	Required
OII All Users <OIAllUsers@ed.gov>	Required
OS Employees only <OSEmployeesonly@ed.gov>	Required
OS Correspondence <OSCorrespondence@ed.gov>	Required
OS Exec Sec <OSExecSec@ed.gov>	Required
OS Immediate <OSImmediate@ed.gov>	Required
OS Intl Affairs <OUSPES/IA@ed.gov>	Required
OS OET <OSOET@ed.gov>	Required
OESE Executive Office <OESEExecutiveOffice@ed.gov>	Required
OESE Indian Education <OESE_Indian_Education@ed.gov>	Required
OESE IAP Staff <IAP_Staff@ed.gov>	Required
OESE OAS <OESE_OAS@ed.gov>	Required
OESE OAI <OESEOAI@ed.gov>	Required
OESE OSHS <OESEOSHS@ed.gov>	Required
OESE OEL <OESEOEL@ed.gov>	Required
OESE OSS <OESEOSS@ed.gov>	Required

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**Time** 2:00 PM – 3:00 PM

**Subject** ED-Wide Communications Working Group

**Location** WDCRRC 3W240-20 (Managed) or by phone (b)(6) Code

**Attachments** (b)(5)

**Show Time As** Busy

Please note we will meet in the larger meeting room on the 2nd floor.

Here is the agenda for 7/18 with hand-outs attached:

Introduction of new members.

Review of calendar to date  
 Communications Office Briefings:  
 Web Team (J. Mould)  
 Studio Team (J. Mould)  
 3. Information Resource Center Briefing (M. Bates)  
 Communications Channels  
 Newsletter Process  
 Questions/Discussion

Attendees	Name <E-mail>	Attendance
	Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Organizer
	WDCFB6-2W240-20 (Managed) <WDCFB6-2W240-20@ed.gov>	Required
	Johnson, Jonava <Jonava.Johnson@ed.gov>	Required
	Cook, Karolyn <Karolyn.Cook@ed.gov>	Required
	Smith, Richard <Richard.Smith@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Sepulveda, Anthony <Anthony.Sepulveda@ed.gov>	Required
	Steenen, Paul <Paul.Steenen@ed.gov>	Required
	Kushiyama, Kristen <Kristen.Kushiyama@ed.gov>	Required
	Tofig, Dana <Dana.Tofig@ed.gov>	Required
	Galiatsos, Ann Margaret <Ann.Galiatsos@ed.gov>	Required
	Turner, Gabrielle <Gabrielle.Turner@ed.gov>	Required
	Jordan, April <April.Jordan@ed.gov>	Required
	Essex, Adam <Adam.Essex@ed.gov>	Required
	Bowen, Jennifer <Jennifer.Bowen@ed.gov>	Required
	Ford, Kim R. <Kim.Ford@ed.gov>	Required
	Martin, Nancy <Nancy.Martin@ed.gov>	Required
	Guenther, Margaret <Margaret.Guenther@ed.gov>	Required
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
	Schak, Oliver <Oliver.Schak@ed.gov>	Required

Miller, Meredith <Meredith.Miller@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Mould, Jim <Jim.Mould@ed.gov>	Required
Apostolides, Melissa <Melissa.Apostolides@ed.gov>	Required
Harris, Sally <Sally.Harris@ed.gov>	Required
Linnehan, Meredith <Meredith.Bajgier@ed.gov>	Required
Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Required
Ashe, Anya <Anya.Ashe@ed.gov>	Required
Bates, Monica <Monica.Bates@ed.gov>	Required
Bega, Dennis <Dennis.Bega@ed.gov>	Required
Williamson, Elizabeth <Elizabeth.Williamson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Musgrave, Steven <Steven.Musgrave@ed.gov>	Optional

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**Time** 4:00 PM – 4:30 PM  
**Subject** Dual enroll-Pell Grants ExSites  
**Location** GK to call MB @ 202-453-6364  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Gregory Kienzl <Gregory.Kienzl@act.org>	Organizer
Brickman, Michael <Michael.Brickman@ed.gov>	Required

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#### Wednesday, July 19, 2017

**Time** 8:30 AM – 3:30 PM  
**Subject** Convening on Systems of Support for Excellent Teaching and Leading  
**Location** Barnard Auditorium  
**Attachments** Draft Agenda 7-6.pdf

Educator Support Framework 6-27.pdf  
Agenda for Convening on Systems of Support.pdf  
**Show Time As** Tentative  
7/13 Update- Please find a final agenda for next week's Convening attached. There are 70 confirmed participants from 18 states plus DC, so it should be a great day of work. Please stop in for whatever part of the day might fit your schedule. Thanks!

Patrick

Draft Agenda 7-6.pdf

ED Colleagues,

On July 19th, the 2016 team of Teaching and Principal Ambassador Fellows will be hosting a capstone event for our Fellowship year. The Convening on Systems of Support for Excellent Teaching and Leading will seek to build on the Fellows' work this year through the development of a framework to assess the alignment of systems of support for educators to core principles that have been identified through outreach and research. The draft framework, which will be revised and developed throughout the day on the 19th, is attached.

The Fellows have worked with CCSSO on the development of the agenda (draft attached) for the day. Participants in the convening will include teachers and administrators that have worked on educator supports through Teach to Lead, representatives from Teach to Lead supporting organizations, and staff from several SEAs and LEAs.

We would love to have as much participation from staff at ED as possible throughout the day. This could simply involve stopping by Barnard to observe whatever part of the convening your schedule will allow, or, if you have available time, we would love to plug you into the work that is occurring during the event. If you are interested in joining a work group during the day, please let me know so we can plan accordingly in our planning.

Please let me know if you have any questions about the convening, and please feel free to send this calendar hold to anyone that you would like within ED.

Thanks so much, and the TAF/PAF team hopes to see you on the 19th!

Patrick

Attendees	objattph://" Name <E-mail>	objattph://" Attendance
	Kelly, Patrick <Patrick.Kelly@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
Richey, Kimberly <Kimberly.Richey@ed.gov>	Required
Chism, Monique <Monique.Chism@ed.gov>	Required
Smith, Danielle <Danielle.Smith2@ed.gov>	Required
Avery, Tawanda <Tawanda.Avery@ed.gov>	Required
Thurmond, Bryan <Bryan.Thurmond@ed.gov>	Required
Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Rodriguez, Celeste <Celeste.Rodriguez@ed.gov>	Required
Cohen-Boyer, Gillian <Gillian.Cohen@ed.gov>	Required
Conaty, Joe <Joseph.Conaty@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Required
Malico, Melinda <Melinda.Malico@ed.gov>	Required
Apostolides, Melissa <Melissa.Apostolides@ed.gov>	Required
Washington, Mark <Mark.Washington@ed.gov>	Required
Ryder, Jennifer <Jennifer.Ryder@ed.gov>	Required

Anderson, Margo <Margo.Anderson@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Caudillo, Emmanuel <Emmanuel.Caudillo@ed.gov>	Required
Trettin, Sara <Sara.Trettin@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Stokes-Beverley, Christine <Christine.Stokes-Beverley@ed.gov>	Required
Ross, Chareese <Chareese.Ross@ed.gov>	Required
Rooney, Patrick <Patrick.Rooney@ed.gov>	Required
Miller, Rebecca <Rebecca.Miller@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
Wall, Jane <Jane.Wall@ed.gov>	Required
Hannestad, Katie <Katie.Hannestad@ed.gov>	Required
Olivia Tomaeno <otomaeno@students.pitzer.edu>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Schneider, Diana <Diana.Schneider@ed.gov>	Required
Tesoriero, Vanessa <Vanessa.Tesoriero@ed.gov>	Required
Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
Ryan, Sam <Sam.Ryan@ed.gov>	Required
Watkins-Foote, Kimberly <Kimberly.Watkins-Foote@ed.gov>	Required
Jasper, Carrie <Carrie.Jasper@ed.gov>	Required
Murray, Jacqueline L <Jacqueline.Murray@ed.gov>	Required
Smith, Charm <Charm.Smith@ed.gov>	Required
McKinney, Jessica <Jessica.Mckinney@ed.gov>	Required

Greenwald, Evan <Evan.Greenwald@ed.gov>	Optional
Whitaker, Heather <Heather.Whitaker@ed.gov>	Optional
Miller, Meredith <Meredith.Miller@ed.gov>	Optional
Anand, Supreet <Supreet.Anand@ed.gov>	Optional

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**Time** 10:00 AM – 10:30 AM  
**Subject** (b)(5)  
**Location** WDCFB6-7E101  
**Show Time As** Busy

From: Kissel, Adam  
Sent: Monday, July 17, 2017 9:02 AM  
To: Jameson, Agnes  
Cc: Brickman, Michael; Mahaffie, Lynn  
Subject: meeting (b)(5)

Good morning—Kathleen thought that Lynn and Michael and I should meet soon. How is Wednesday?




Attendees	Name <E-mail>	Attendance
	Jameson, Agnes <Agnes.Jameson@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Kissel, Adam <Adam.Kissel@ed.gov>	Required

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**Time** 2:00 PM – 2:30 PM  
**Subject** OPE All-Staff Meeting Think Tank  
**Location** TBD  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Webber, Brandon <Brandon.Webber@ed.gov>	Organizer
	Brickman, Michael <Michael.Brickman@ed.gov>	Required

Michael Brickman  
(202) 453-6364

	Before 8:00 AM	Free
	8:00 AM – 5:00 PM	Free
	After 5:00 PM	Free

## Details

Monday, February 27, 2017

**Time** 9:00 AM – 11:00 AM  
**Subject** Business Meeting with President Trump, Vice President Pence, Cabinet Members and Governors  
**Location** The White House - State Dining Room  
**Show Time As** Busy  
 No Staff  
 From: "Gunn, Ashley L. EOP/WHO" <HYPERLINK "mailto:(b)(6)@who.eop.gov" (b)(6)@who.eop.gov>  
 Date: February 23, 2017 at 09:35:32 EST  
 Subject: Monday Morning NGA Business session, State Dining Room 9-11am  
 All,  
 Please invite your Secretary to join the President, Vice President and all of our nation's Governors on Monday, February 27, for a business session beginning at 9am. Cabinet Affairs requests your arrival at West Exec at 8:30am. Topics presented will be "Empowering the States in Environmental Protection and Conservation", Reforming the Tax Code to Spur Economic Development", and Partnering with States to Drive Economic Growth". Do not hesitate to contact me with any questions and please confirm attendance.  
 Thank you,  
 Ashley Gunn  
 Senior Director  
 Cabinet Affairs  
 (b)(6)

From: "(b)(6) EOP/WHO" <HYPERLINK "mailto:(b)(6)@who.eop.gov" Ashley.L.Gunn@who.eop.gov>  
 Date: February 20, 2017 at 17:24:16 EST  
 Subject: Save the date 2/27 Governor and Cabinet Secretary's Business Meeting

All,  
 Please be aware the Office of Intergovernmental Affairs is planning a business meeting with the President, Vice President, Cabinet Members and Governors. The exact time is not yet set, but we encourage you to set aside 8:45 to 11:15 am EST that morning for this meeting at the White House. Further details will be announced later this week. It is likely that approximately 3 Cabinet Members may be asked to present on Administration priorities.

Thank you,  
Ashley Gunn  
Senior Director  
Cabinet Affairs

(b)(6)

**Attendees Name <E-mail>**

DeVos, Betsy <Betsy.DeVos@ed.gov>

**Attendance**

Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

**Time** 11:30 AM – 12:30 PM

**Subject** HOLD for Lunch/Office Time

**Location** Office of the Secretary

**Show Time As** Busy

**Time** 12:30 PM – 1:00 PM

**Subject** Copy: Meeting with Governor Rick Scott

**Location** Office of the Secretary

**Show Time As** Busy

Megan Fay is the POC for Gov. Scott and can be reached at

(b)(6)

(b)(6)

HYPERLINK "mailto:Megan.Fay@eog.myflorida.com"

Megan.Fay@eog.myflorida.com

Christine Diaz – DC Liaison – 786-251-7580

**Attendees Name <E-mail>**

DeVos, Betsy <Betsy.DeVos@ed.gov>

**Attendance**

Organizer

Lee, Ebony <Ebony.Lee@ed.gov>

Required

**Time** 1:30 PM – 2:00 PM

**Subject** Copy: Meeting with Governor Phil Bryant

**Location** Office of the Secretary

**Show Time As** Busy

From: Laurie T. Smith [mailto:Laurie.Smith@governor.ms.gov]

Sent: Tuesday, February 21, 2017 2:58 PM

To: Simmons, Lee (Doug)

Cc: Scheduler; Joey Songy

Subject: Meeting confirmation

Hi Ms. Simmons,

Thank you for contacting me today to set up the meeting time for Governor Bryant and Secretary DeVos. Per our conversation:

- Meeting Date: Monday, February 27, 2017
- Time: 1:30 p.m. ET
- Location: United States Department of Education, 400 Maryland

SW

· Phone (b)(6)

· Attendees:

- o The Honorable Governor Phil Bryant
- o Mr. Joey Songy, Chief of Staff, Office of Governor Bryant
- o Dr. Laurie Smith, Education Policy Advisor, Office of Governor Bryant
- o Dr. Jeremey Anderson, President, Education Commission of the States

I am looking forward to meeting you soon. Please feel free to contact me if you need any additional information. (b)(6)

Sincerely,  
Laurie Smith

Laurie J. Smith, Ph.D.  
Education / Workforce Development Policy Advisor  
Office of Governor Phil Bryant  
Post Office Box 139  
Jackson, Mississippi 39205  
Phone: 601-576-2010  
Cell: (b)(6)  
www.GovernorBryant.com

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

---

**Time** 2:15 PM – 2:30 PM  
**Subject** Call with Secretary Rod Paige  
**Show Time As** Busy  
Sec. to call Paige at (b)(6)

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

---

**Time** 2:30 PM – 3:30 PM  
**Subject** HOLD  
**Location** Office of the Secretary/En Route WH

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

---

**Time** 3:10 PM – 3:25 PM  
**Subject** Depart LBJ HQ en route The White House  
**Show Time As** Busy

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**Time** 3:30 PM – 4:15 PM  
**Subject** Copy: Meeting with WH Presidential Personnel - Johnny DeStefano and Keagan Lenihan  
**Location** EEOB - Room 144A  
**Show Time As** Busy

From: Simmons, Lee (Dougie)  
Sent: Wednesday, February 22, 2017 11:17 AM  
To: 'Schechter, Cecilia'; Venable, Joshua  
Cc: Toner, Jana; Lenihan, Keagan; Delahunty, Sarah  
Subject: RE: Meeting with the Secretary

Cecilia – Thanks for taking my call!  
I have a meeting on her schedule for Monday (2/27) from 3:30 pm to 4:15 pm in EEOB – 144A.  
She is participating in a meeting at 4:45 PM in EEOB 350 following the above meeting.  
And I will send along who will attend with Secretary DeVos and their clearance info.  
Thanks so much!  
Dougie  
Desk: 202-453-6204  
Cell: (b)(6)

From: Schechter, Cecilia [mailto:(b)(6)@who.eop.gov]  
Sent: Wednesday, February 22, 2017 10:42 AM  
To: Venable, Joshua  
Cc: Toner, Jana; Lenihan, Keagan; Simmons, Lee (Dougie)  
Subject: RE: Meeting with the Secretary

Just following up - we want to get something in the books for next week ASAP. Please let me know when the Secretary is available and we can try to work around that.

Thank you,

Cecilia Schechter  
Presidential Personnel  
Executive Office of the President  
C: (b)(6)  
HYPERLINK "mailto:(b)(6)@who.eop.gov"

(b)(6)@who.eop.gov

From: Schechter, Cecilia  
Sent: Tuesday, February 21, 2017 9:13 PM  
To: Venable, Joshua <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>  
Cc: Toner, Jana <HYPERLINK "mailto:Jana.Toner@ed.gov" Jana.Toner@ed.gov>; Lenihan, Keagan <HYPERLINK "mailto:(b)(6)@who.eop.gov" (b)(6)@who.eop.gov>; Simmons, Lee (Doug) <HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>  
Subject: Re: Meeting with the Secretary

Got it. Let me know what works for you guys next week and we can work around it.

Sent from my iPhone

On Feb 21, 2017, at 9:06 PM, Venable, Joshua <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov> wrote:  
She is with POTUS and VPOTUS for Govs' business meeting and HBCU meeting on Monday and is with Sen. Scott at his HBCU roundtable on Tuesday.

From: "Schechter, Cecilia" <HYPERLINK (b)(6)@who.eop.gov" (b)(6)@who.eop.gov">  
Date: Tuesday, February 21, 2017 at 8:15 PM  
To: Jana Toner <HYPERLINK "mailto:Jana.Toner@ed.gov" Jana.Toner@ed.gov>, "Lenihan, Keagan" <HYPERLINK (b)(6)@who.eop.gov" (b)(6)@who.eop.gov">, Venable Joshua <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>  
Cc: Lee Simmons <HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>  
Subject: RE: Meeting with the Secretary

Hi Jana,

Let's plan on next week at the Executive Office Building (144A). Does the Secretary have time on Monday after 1:30 PM? Johnny is also flexible from 11:00 AM – 2:00 PM on Tuesday of next week as well.

Please let me know if any of those times work.

Regards,

Cecilia Schechter  
Presidential Personnel  
Executive Office of the President  
C: (b)(6)

From: Toner, Jana [mailto:Jana.Toner@ed.gov]  
Sent: Tuesday, February 21, 2017 7:54 PM  
To: Schechter, Cecilia <HYPERLINK (b)(6)@who.eop.gov">op.gov>; Lenihan, Keagan <HYPERLINK (b)(6)@who.eop.gov">op.gov>; Venable, Joshua <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>  
Cc: Simmons, Lee (Doug) <HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>  
Subject: RE: Meeting with the Secretary

Cecilia,  
The Secretary very much wants to meet with Mr. DeStefano and Keagan, but has a short week and is speaking at CPAC on Thursday then leaving town. As you can imagine, there is a lot of prep work that is being done. Is there anyway Keagan and he could come to the department to meet with her here? I'm so sorry to have to ask, but that's the only way the scheduler can accommodate the meeting this week. Otherwise it would have to be next week and she can come to the White House.

From: Schechter, Cecilia [mailto:(b)(6)@who.eop.gov]  
Sent: Tuesday, February 21, 2017 1:02 PM  
To: Lenihan, Keagan; Venable, Joshua; Toner, Jana  
Subject: RE: Meeting with the Secretary

Hi Jana/Joshua,

Let me know what works for the Secretary. Johnny has a lot of flexibility in the afternoons this week, but we can certainly accommodate if that doesn't work on your end.

Please send me a few dates/times and I will find one that works!

Regards,

Cecilia Schechter  
Presidential Personnel  
Executive Office of the President  
C: (b)(6)

-----Original Message-----

From: Lenihan, Keagan  
Sent: Tuesday, February 21, 2017 12:51 PM  
To: Venable, Joshua <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>; Toner, Jana <HYPERLINK "mailto:Jana.Toner@ed.gov" Jana.Toner@ed.gov>  
Cc: Schechter, Cecilia <HYPERLINK (b)(6)@who.eop.gov">op.gov>  
Subject: Meeting with the Secretary

Hello folks! Johnny DeStefano and I would like to sit down with the Secretary this week. Can you all work with Cecilia (cc-ed) on finding a time for her to come over to the EEOB for a meeting with us. Thank you!

Keagan

Keagan R. Lenihan  
Associate Director and Special Assistant to the President  
The White House  
HYPERLINK "mailto:Keagan.R.Lenihan@who.eop.gov"  
(b)(6)@who.eop.gov

O: (b)(6)

C: (b)(6)

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Toner, Jana <Jana.Toner@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

---

**Time** 4:45 PM – 5:45 PM  
**Subject** Copy: Meeting with Vice President Pence and HBCU Presidents  
**Location** The White House - EEOB 350  
**Show Time As** Busy  
From: Botel, Jason  
Sent: Tuesday, February 21, 2017 10:50 AM  
To: Lee, Ebony; Simmons, Lee (Dougie); Venable, Joshua  
Subject: meeting with HBCU presidents

Hi Ebony, Dougie, and Josh,

I just got off the phone with Ja'Ron Smith at the WH. Here is the plan for the meeting with HBCU presidents on Monday, 2/27, at 4:45pm in EEOB 350:

(b)(5)

Please let me know if you have any questions or concerns. Thanks!

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

---

**Time** 5:50 PM – 6:20 PM  
**Subject** Copy: Meeting with Jared Kushner  
**Location** The White House - TBD Room  
**Show Time As** Busy  
 HYPERLINK "mailto:(b)(6)@who.eop.gov" (b)(6)@who.eop.gov  
 (b)(6)

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

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**Time** 6:40 PM – 7:10 PM  
**Subject** Possible Drop By: Thurgood Marshall College Fund Reception  
**Location** 901 F Street, NW - Lobby of Building  
**Attachments** Fly.In.DeVos.Invite.Ltr.2.22.17.Final.pdf  
**Show Time As** Busy  
 Sean Burns – Cell: (b)(6) HYPERLINK "mailto:sean.burns@tmcf.org" sean.burns@tmcf.org

From: "Sean D. Burns" <HYPERLINK "mailto:sean.burns@tmcf.org" sean.burns@tmcf.org>  
 Date: February 22, 2017 at 5:19:37 PM EST  
 To: <HYPERLINK "mailto:betsy.devos@ed.gov" betsy.devos@ed.gov>  
 Cc: <HYPERLINK "mailto:gerard.robinson@aei.org" gerard.robinson@aei.org>, "Mr. Paris Dennard" <HYPERLINK "mailto:paris.dennard@tmcf.org" paris.dennard@tmcf.org>  
 Subject: Invitation To Attend TCMF's February 27th Reception Honoring Historically Black College Presidents and Chancellors  
 Good Evening Secretary DeVos,

Attached please find a letter from Johnny C. Taylor, Jr., President and CEO of the Thurgood Marshall College Fund (TMCF) formally inviting

you to TMCf's reception on Monday, February 27, 2017 from 6:00 p.m. to 8:00 p.m.

The reception will be held in conjunction with the "Fly-In" for the Presidents and Chancellors of our nation's Historically Black Colleges and Universities (HBCUs) next Tuesday, February 28, 2017 hosted by Senator Tim Scott (R-SC) and Congressman Mark Walker (R-NC). Both Senator Scott and Congressman Walker will be in attendance at our reception on Monday, February 27th.

I hope you will be able to join us for this special occasion. To respond to this invitation, please contact me at either 202.888.0045 or 443.629.4033.

-Sean D. Burns

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Sean D. Burns  
Director, Government Relations  
Thurgood Marshall College Fund  
HYPERLINK "tel:202-888-0045"202-888-0045 | HYPERLINK  
"http://tmcf.org"tmcf.org

[https://tmcf.wedid.it/?utm\\_source=email-signature-button&utm\\_medium=click&utm\\_campaign=tmcf-website-giving](https://tmcf.wedid.it/?utm_source=email-signature-button&utm_medium=click&utm_campaign=tmcf-website-giving)

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---

**Time** 7:30 PM – 9:00 PM  
**Subject** Dinner with Congresswoman Virginia Foxx  
**Location** Four Seasons - Bourbon Steak  
**Show Time As** Busy  
Rochelle Cell: (b)(6)  
HYPERLINK "mailto:Rochelle.Colburn@mail.house.gov"  
Rochelle.Colburn@mail.house.gov  
Rochelle Colburn  
Office of Congresswoman Virginia Foxx (NC-05)  
2262 Rayburn House Office Building | Washington, DC 20515  
p: (b)(6)  
Charlotte Humphries  
Event Sales Manager  
FOUR SEASONS HOTEL WASHINGTON, DC  
2800 Pennsylvania Ave, NW, Washington, DC, 20007  
t 1 202 295 2728  
f 1 202 342 1673  
e HYPERLINK "mailto:charlotte.humphries@fourseasons.com"  
charlotte.humphries@fourseasons.com

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Tuesday, February 28, 2017

Time	(b)(6),(b)(7)(F)
Subject	
Show Time As	

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

Time	9:30 AM – 11:30 AM	
Subject	Meeting with Staff RE: OMB Budget	
Location	Secretary's Conference Room	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Time	12:10 PM – 12:15 PM	
Subject	Depart LBJ en route Library of Congress	
Show Time As	Busy	
	Manifest: The Secretary, Josh Venable, Sarah Delahunty, member of comms.	
	Drive Time: 5 minutes	
Attendees	Name <E-mail>	Attendance

Delahunty, Sarah <Sarah.Delahunty@ed.gov> Organizer  
DeVos, Betsy <Betsy.DeVos@ed.gov> Required

---

**Time** 1:00 PM – 1:15 PM  
**Subject** Depart Library of Congress en route White House  
**Show Time As** Busy  
Manifest: The Secretary, Josh Venable, Sarah Delahunty, comms member  
Drive Time: 5 minutes  
**Attendees**

Name <E-mail>	Attendance
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

---

**Time** 3:30 PM – 4:00 PM  
**Subject** Governor David Ige  
**Location** Office of the Secretary  
**Show Time As** Busy  
Cindy - (b)(6)  
Cindy. HYPERLINK "mailto:McMillan@hawaii.gov" McMillan@hawaii.gov  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Optional

---

**Time** 4:00 PM – 4:30 PM  
**Subject** Meeting with Peter McPherson  
**Location** Office of the Secretary  
**Show Time As** Busy  
Confirmed  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---

**Time** 4:30 PM – 5:15 PM  
**Subject** UPDATED TIME: Meeting with the Board of Director for the National Alliance for Charter Schools  
**Location** Office of the Secretary

Show Time As Busy

\*updated time, 2 calendar announcements will appear until you delete the later slot due to access issues\*

Dougie,

Thanks again for arranging this meeting.

The following board members will attend the meeting:

Brian Jones

Jed Wallace

Andrew Broy

Dan Quisenberry

You can find their bios here: <http://www.publiccharters.org/get-the-facts/about-us/board/>

Unfortunately I will not be able to join the group but Gina Mahony from our team will be there.

As for topics, we plan to talk to her about what our organization does, offer our help and also raise a few policy issues for her to consider (these are also issues that we have shared with Ebony, Josh, Rob Goad, etc. and they range from guidance to regs and some are in other agencies).

Thanks again for the opportunity to meet with the Secretary!

Please let me know if you have any questions. I can always be reached at (b)(6)

Nina

On Feb 21, 2017, at 09:49, Nina Rees <HYPERLINK

"mailto:Nina@publiccharters.org" Nina@publiccharters.org> wrote:

Dear Josh,

I am reaching out to see if Secretary DeVos has time to meet with 3-5 members on our HYPERLINK

"mailto:<http://www.publiccharters.org/get-the-facts/about-us/board/>" board of directors next week – namely our board chair, Brian Jones, as well as the chair of our state leaders council, Andrew Broy, and the chair of our policy council, Jed Wallace. Andrew is also the head of the Illinois charter schools association. Jed is the head of the CA charter schools association. We would love to meet sometime during the morning of 3/1. I know this is short notice but Andrew and Jed happen to be in DC next week so I wanted to seize the chance to schedule this meeting while they were in DC. We also have some flexibility on the 28th before 1 and after 5. Thank you!

Nina

<image001.jpg>

Nina Rees

President and CEO

National Alliance for Public Charter Schools

Phone: 202/289-2700

HYPERLINK "http://www.publiccharters.org" www.publiccharters.org

Follow me on Twitter @ninacharters

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

Time (b)(5)  
Subject  
Location  
Show Time As

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

Time (b)(5)  
Subject  
Location  
Show Time As

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

Venable, Joshua (Joshua.Venable@ed.gov) Required  
<Joshua.Venable@ed.gov>

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov> Required

---

**Time** 6:10 PM – 8:00 PM  
**Subject** Leader McCarthy Reception  
**Location** U.S. Capitol, H-107  
**Show Time As** Busy  
6:10 p.m. – Cabinet Affairs will escort Cabinet members to Leader Kevin McCarthy Reception, H-107. Reception is a small group of select Republic House and Senate members.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

---

**Time** 8:00 PM – 8:50 PM  
**Subject** (b)(5)  
**Location**  
**Show Time As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required


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**Time** 9:00 PM – 10:00 PM  
**Subject** President Donald Trump's Address to a Joint Session of Congress  
**Location** US Capitol - House Chamber  
**Attachments** (b)(5)

**Show Time As** Busy

 **Time** 10:00 PM – 10:15 PM  
**Subject** Depart Capitol en route White House  
**Location** Capitol Memorial Door to West Exec via White House Transportation  
**Show Time As** Busy  
**Attendees**


Name <E-mail>	Attendance
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

 **Time** (b)(6),(b)(7)(F)  
**Subject**  
**Show Time As**  
**Attendees**

Name <E-mail>	Attendance
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

---


**Wednesday, March 01, 2017**

 **Time** 9:15 AM – 10:00 AM  
**Subject** Beachhead Leadership Team Meeting  
**Location** LOCATION CHANGE - 7C101  
**Show Time As** Busy  
Sorry for the time change; it is because several of us will be meeting with the Secretary at 11. Thanks!

**Attendees**

Name <E-mail>	Attendance
Botel, Jason <Jason.Botel@ed.gov>	Organizer
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required


Lee, Ebony <Ebony.Lee@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

 **Time** 9:30 AM – 10:30 AM  
**Subject** Official Photograph  
**Location** 415B Walker Court, SE; Washington DC 20003  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

 **Time** 11:00 AM – 12:00 PM  
**Subject** Meeting with Staff RE: Budget  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
 Passback and Appeal  
 2/27 3-5pm: Passback conversation with Beachhead team  
 2/28 Morn: Meeting with the Secretary on Passback (2 Hours)  
 3/1 Morn: Meeting with the Secretary on Passback (1 Hour)  
 3/1 Afternoon: Appeal letter for the Secretary's Signature  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

 **Time** 1:00 PM – 1:30 PM  
**Subject** Call with Adam Kissel  
**Show Time As** Busy

Sec. to dial

Cell: (b)(6)

Office: 703-875-1777

HYPERLINK "mailto:Uve.hodgins@cks.org" Uve.hodgins@cks.org

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

---

**Time** 1:00 PM – 1:30 PM

**Subject** Phone Call with Adam Kissel

**Show Time As** Busy

Sec. to dial

Office: 703-875-1777

HYPERLINK "mailto:Uve.hodgins@cks.org" Uve.hodgins@cks.org

Cell: (b)(6)

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---

**Time** 2:00 PM – 2:30 PM

**Subject** Meeting with Jim Manning

**Location** Office of the Secretary

**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Time** 3:00 PM – 3:30 PM

**Subject** Meeting with Ebony Lee

**Location** Office of the Secretary

**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Time** 3:45 PM – 4:15 PM

**Subject** Meeting with Jana Toner  
**Location** Office of the Secretary  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Toner, Jana <Jana.Toner@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** 4:30 PM – 5:00 PM  
**Subject** Meeting with Holly Ham  
**Location** Office of the Secretary  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Ham, Holly <Holly.Ham@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** 5:15 PM – 5:45 PM  
**Subject** Meeting with Laura Rigas  
**Location** Office of the Secretary  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** 6:00 PM – 6:30 PM  
**Subject** Meeting with Stanley Buchesky  
**Location** Office of the Secretary  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Thursday, March 02, 2017

**Time** 2:00 PM – 2:30 PM

**Subject** Conference Call with DCP regarding passback

**Show Time As** Tentative  
Participant Dial-in (b)(6)  
Participant Code:

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required

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**Time** 2:00 PM – 2:30 PM

**Subject** Meeting w/ D. of Education - Budget

**Location** Conference Call - Bremberg

**Show Time As** Tentative  
Participant Dial-in (b)(6)  
Participant Code:

Who?  
Sec. DeVos  
Erin Ventimiglia  
Josh Venable

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Salvi, Mary (b)(6)@who.eop.gov	Organizer
	Bremberg, Andrew P. EOP/WHO (b)(6)@who.eop.gov	Required
	McKee, Kara L. EOP/WHO (b)(6)@who.eop.gov	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Friday, March 03, 2017**

**Time** 11:00 AM – 12:00 PM

**Subject** Student Art Exhibit Opening: Military Child Education Coalition

**Location** LBJ

**Show Time As** Tentative

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required
	OS Employees only <OSEmployeesonly@ed.gov>	Required

OS Intl Affairs <OUSPES/IA@ed.gov>	Required
OS OET <OSOET@ed.gov>	Required
OS Office of the Secretary <Office_of_the_Secretary@ed.gov>	Required
OS TA Fellows <TAFellows@ed.gov>	Required
OS Senior Staff Support Staff <_ODSSeniorStaffSupportStaff@ed.gov>	Required
OS Supervisors <OSSupervisors@ed.gov>	Required
OS Senior Staff <OSSeniorStaff@ed.gov>	Required
OS Scheduling <OSScheduling@ed.gov>	Required
OS Immediate <OSImmediate@ed.gov>	Required
OS Exec Sec <OExecSec@ed.gov>	Required
OS Correspondence <OSCorrespondence@ed.gov>	Required
OCO All HQ Users <OCOAllHQUsers@ed.gov>	Required
OII All Users <OIAllUsers@ed.gov>	Required
OESE All Users <_OESEAllUsers@ed.gov>	Required
Plight, Andrea <Andrea.Plight@ed.gov>	Optional
Southwell, Debora <Debora.Southwell@ed.gov>	Optional


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**Time** 3:30 PM – 4:00 PM  
**Subject** Call with Josh re: Appropriations Hearing Prep  
**Location** Call (b)(6)  
**Show Time As** Busy  
 Call in (b)(6)  
 Participant (b)(6)

Attendees	Name <E-mail>	Attendance
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

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**Monday, March 06, 2017**

 **Time** 6:00 PM – 6:30 PM  
**Subject** Scheduling Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Hello,


This afternoon, we will be going over scheduling for March/April/May, including all meeting and event requests. I will work with Sarah to prepare documents to review.


Thanks,  
Eric


<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required

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**Tuesday, March 07, 2017**

 **Time** (b)(6),(b)(7)(F)  
**Subject**   
**Location** LBJ  
**Show Time As** Busy

 **Time** 9:30 AM – 10:00 AM  
**Subject** Meeting with (b)(6)  
**Location** Office of the Secretary  
**Show Time As** Busy  
BP from Jana

 **Time** 10:00 AM – 11:00 AM  
**Subject** HOLD: Leadership Meeting  
**Location** TBC

**Show Time As** Busy

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**Time** 11:30 AM – 12:00 PM  
**Subject** HOLD: Meeting with Teach for America CEO  
**Location** Office of the Secretary  
**Show Time As** Busy  
Need information from Jason.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

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**Time** 12:00 PM – 12:45 PM  
**Subject** Lunch/Office Time  
**Show Time As** Busy

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**Time** 1:00 PM – 1:30 PM  
**Subject** Copy: Meeting with Inspector General  
**Location** Office of the Secretary  
**Show Time As** Busy  
Request from Joe Conaty, will get more information by mid-morning 3/3

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required

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**Time** 1:30 PM – 2:00 PM  
**Subject** Call with Frank Brogan  
**Location** Office of the Secretary  
**Show Time As** Busy  
Secretary to call office, Audrey will connect to Frank's cell  
(b)(6)

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**Time** 2:00 PM – 3:00 PM  
**Subject** Copy: Student Loan Fees Briefing  
**Location** Secretary's Conference Room  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
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DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Rierner, Jeffrey (Jeffrey.Rierner@ed.gov) <Jeffrey.Rierner@ed.gov>	Required
Ferguson, Gillum (Gillum.Ferguson@ed.gov) <Gillum.Ferguson@ed.gov>	Required
Freundewey, Matthew (Matthew.Freundewey@ed.gov) <Matthew.Freundewey@ed.gov>	Required
Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required

**Time** 3:00 PM – 5:00 PM  
**Subject** Copy: Hearing Prep Briefing  
**Location** Office of the Secretary  
**Show Time As** Busy  
Meeting with Secretary on Hearing 101 and Committee Members & Thematic Briefing

(b)(5)

Another hour to be scheduled if necessary

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Buchesky, Stanley (Stanley.Buchesky@ed.gov) <Stanley.Buchesky@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
	Solomon, Jan <Jan.Solomon@ed.gov>	Required
	Martin, Nancy <Nancy.Martin@ed.gov>	Required
	Cordes, Bill <Bill.Cordes@ed.gov>	Required

Manning, James <James.Manning@ed.gov>	Required
Petersen, Molly <Molly.Petersen@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Navarro, Erica <Erica.Navarro@ed.gov>	Optional
Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional

**Time** 5:15 PM – 5:30 PM  
**Subject** Copy: Call with Congressman Rokita  
**Location** Office of the Secretary; Dial: (b)(6)  
**Show Time As** Busy  
Dial (b)(6)

**Scheduler:** Jessica.williams@mail.house.gov

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

**Time** (b)(6),(b)(7)(F)  
**Subject** (b)(6),(b)(7)(F)  
**Show Time As** Busy

**Wednesday, March 08, 2017**

**Time** (b)(6),(b)(7)(F)  
**Subject** (b)(6),(b)(7)(F)  
**Show Time As** Busy

**Time** 8:30 AM – 9:00 AM  
**Subject** ESSA Briefing RE: Monday's Speech  
**Location** Office of the Secretary  
**Show Time As** Tentative

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Venable, Joshua <Joshua.Venable@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Chism, Monique <Monique.Chism@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required

---

**Time** 9:00 AM – 10:00 AM  
**Subject** Meeting with Rabbi Motzen's group  
**Location** Office of the Secretary.  
**Show Time As** Busy

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**Time** 10:00 AM – 12:00 PM  
**Subject** HOLD: Stephanie White's Goup  
**Show Time As** Busy  
 HYPERLINK "mailto:swhite@equalitymi.org" swhite@equalitymi.org  
 (b)(6)

---

**Time** At 12:25 PM  
**Subject** Arrive Southeast Entrance  
**Show Time As** Busy

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**Time** 12:30 PM – 2:00 PM  
**Subject** International Women's Day Luncheon  
**Location** The White House - State Dining Room  
**Attachments** International Women's Day Luncheon March 8 2017 (2).jpg  
**Show Time As** Busy

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**Time** 2:00 PM – 3:00 PM  
**Subject** Copy: Speech Prep  
**Location** Office of the Secretary  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required

---

**Time** 3:00 PM – 3:30 PM  
**Subject** Meeting with Jose Viana  
**Location** Office of the Secretary  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Required

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**Time** 3:30 PM – 3:45 PM  
**Subject** Phone Call with Heritage Foundation President - Former Senator Jim DeMint  
**Location** Secretary to Call (b)(6) Maggie will answer  
**Show Time As** Busy

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**Time** 3:30 PM – 3:50 PM  
**Subject** Depart LBJ en route DCA  
**Show Time As** Busy

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**Thursday, March 09, 2017**

**Time** 11:00 AM – 11:30 AM  
**Subject** Speech Prep  
**Location** Conference Call 866-953-6638; 5946863  
**Show Time As** Busy

Dial: (b)(6)  
Leader Code: (b)(6)  
Participant Code: (b)(6)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum (Gillum.Ferguson@ed.gov) <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

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**Friday, March 10, 2017**

**Time** 10:00 AM – 11:00 AM  
**Subject** Hold: IT Meeting w/Tony Wood  
**Location** COS Office  
**Show Time As** Tentative

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Wood, Tony <Tony.Wood@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** At 3:30 PM  
**Subject** Remind BDV  
**Show Time As** Busy

**Time** 4:30 PM – 5:20 PM  
**Subject** Scheduling: Week Ahead meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	daniel.vizzi@usdoj.gov <daniel.vizzi@usdoj.gov>	Required

**Monday, March 13, 2017**

**Time** 2:00 PM – 2:30 PM  
**Subject** Meeting with National League of Cities Mayors' Education Task Force  
**Location** Marriott Wardman Park - Congressional Boardroom  
**Show Time As** Busy  
Ron Holden and Adam Honeysett on site before arrival.

1:45 p.m. BDV arrives, takes group candid photos  
1:55 p.m. Mayor Hodges introduces BDV  
2:25 p.m. Ron gives cue to end meeting  
2:30 p.m. BDV is in car en route White House

Boardroom set up with name tents

Audrey Hutchinson, NLC Director of Education and Expanded Learning

(b)(6)

From: Honeysett, Adam  
Sent: Thursday, March 09, 2017 1:11 PM  
To: Delahunty, Sarah; Simmons, Lee (Doug); Rigas, Laura; Holden, Ronald  
Cc: Lee, Ebony; Brickman, Michael; Hudson, Alexandra; Ferguson, Gillum; Friendewey, Matthew  
Subject: RE: NLC Education Task Force Meeting - March 13

Thanks Sarah. NLC is working on securing a room for the meeting. Also, I will be on site at the Wardman in advance of the Secretary's arrival and can help in any way necessary. I am adding Ron for Advance. Ron, I will loop you with the event organizers once we have a room.

Best,  
Adam

From: Delahunty, Sarah  
Sent: Thursday, March 09, 2017 11:25 AM  
To: Honeysett, Adam; Simmons, Lee (Doug); Rigas, Laura  
Cc: Lee, Ebony; Brickman, Michael; Hudson, Alexandra; Ferguson, Gillum; Friendewey, Matthew  
Subject: RE: NLC Education Task Force Meeting - March 13

Team –

The Secretary will now be meeting with this group at the Marriott Wardman Park from 2:00 – 2:30 to accommodate the change in her schedule.

Matt/Gill – she'll be going straight from the Council of Great City Schools to the Wardman so whoever will be staffing this meeting will need to ride over (if there's room – tbd) or meet her at the Wardman.

Thanks –  
Sarah

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Honeysett, Adam  
Sent: Thursday, March 09, 2017 10:27 AM  
To: Delahunty, Sarah; Simmons, Lee (Dougie); Rigas, Laura  
Cc: Lee, Ebony; Brickman, Michael; Hudson, Alexandra; Ferguson, Gillum; Friendewey, Matthew  
Subject: RE: NLC Education Task Force Meeting - March 13

Rats! NLC has already canceled the task force's hotel meeting room and arranged afternoon transportation to meet with the Secretary at 2 PM. Can you please clarify the timing, as it was my understanding she was speaking to CGCS starting at 12:15 PM, which would leave little time to meet with the mayors (assuming they can make alternative arrangements) starting at 11:30 AM?

From: Delahunty, Sarah  
Sent: Thursday, March 09, 2017 10:11 AM  
To: Honeysett, Adam; Simmons, Lee (Dougie); Rigas, Laura  
Cc: Lee, Ebony; Brickman, Michael; Hudson, Alexandra; Ferguson, Gillum; Friendewey, Matthew  
Subject: RE: NLC Education Task Force Meeting - March 13

Hi Team –

The Secretary now needs to be at the White House on Monday, March 13. Can we see if the NLC Mayors can move to 11:30 am?

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Honeysett, Adam  
Sent: Wednesday, March 08, 2017 11:45 PM  
To: Delahunty, Sarah; Simmons, Lee (Dougie); Rigas, Laura  
Cc: Lee, Ebony; Brickman, Michael; Hudson, Alexandra; Ferguson, Gillum; Friendewey, Matthew  
Subject: RE: NLC Education Task Force Meeting - March 13

Good evening. Attached, please find the draft BP for the Secretary's meeting with the National League of Cities' (NLC) Mayors' Education Task Force. We are pulling together biographies, and I am happy to provide additional detail about the issues as needed.

Best,  
Adam

From: Delahunty, Sarah  
Sent: Friday, March 03, 2017 4:18 PM  
To: Rigas, Laura; Honeysett, Adam  
Cc: Simmons, Lee (Dougie)  
Subject: RE: Events

Yes – just moved somethings around but we can do 2:00 – 2:45 p.m.

on March 13th for Mayors from NLC.

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Rigas, Laura  
Sent: Friday, March 03, 2017 3:56 PM  
To: Honeysett, Adam; Delahunty, Sarah  
Cc: Simmons, Lee (Dougie)  
Subject: Re: Events

Hi all --

Sarah -- Adam let us know that the AG is speaking at their conference at 3:30, so we obviously would not want to step on that. Any way we could keep the original 2pm or anytime after 10:30am? Thx!!  
[HYPERLINK "x-apple-data-detectors://6"](#)

Office of the Secretary  
U.S. Department of Education  
(202) 453-6198 direct  
(202) 215-2176 cell

On Mar 3, 2017, at 2:59 PM, Honeysett, Adam <[HYPERLINK "mailto:Adam.Honeysett@ed.gov"](mailto:Adam.Honeysett@ed.gov)> Adam.Honeysett@ed.gov> wrote:  
Thanks Laura. I am adding Karen re: CGCS. All the rest are mine – awesome!

I am adding a few notes about each below.

Please let me know if you have any questions or concerns.

From: Rigas, Laura  
Sent: Friday, March 03, 2017 2:45 PM  
To: Manalo, Alvin; Honeysett, Adam  
Cc: Delahunty, Sarah; Simmons, Lee (Dougie); Holden, Ronald  
Subject: Events

Hi Adam and Alvin --

Here's some feedback on the following upcoming events:

- Remarks before “Great City Schools” Conference, [HYPERLINK "x-apple-data-detectors://1"](#) Monday, March 13, 2017:
- She will speak for 15-20 minutes. No time for Q&A. LAURA will work with the GCS to confirm.
- Meeting with Mayors from the “National League of Cities”, [HYPERLINK "x-apple-data-detectors://2"](#) Monday March 13, 2017:
- We'll use the same format as we did with the US Conference of

Mayors this week (but 45 minute meeting total). Closed press, internal photos for distribution. Adam, can you pls confirm the time 3-3:45pm?

Attorney General Sessions is the conference's afternoon general session speaker at 3:30 PM, and a number of mayors who want to visit with the Secretary need to be back for that session. NLC's ask is whether there is another 45-minute time period during the day for which the mayors might join. There are not significant conflicts after the conference's morning general session ends at 10:30 AM.

- Keynote remarks at the "National Lt. Governors Association" Conference, [HYPERLINK "x-apple-data-detectors://3"](#) Wednesday, March 15, 2017:

- We are still confirming, but we recommend that she give a few minutes of formal remarks and then participate in a moderated Q&A session with a TBD LG. SARAH and LAURA will confirm.

I am happy to confirm with NLGA Executive Director Julia Hurst when the timing is confirmed.

- Remarks at NASBE, [HYPERLINK "x-apple-data-detectors://4"](#) Monday, March 20, 2017:

- She will speak for 15 minutes. No time for Q&A. SARAH is confirming time internally. Adam, we will keep you posted so you can confirm with them.

I just received Sarah's confirmation of the timing and will confirm with NASBE Executive Director Kris Amundson.

- Remarks at CCSSO, [HYPERLINK "x-apple-data-detectors://5"](#) Monday, March 20, 2017:

- She will speak for 15-20 minutes and then participate in a "fireside chat" with TBD leader. We won't be able to do the open Q&A for 15 minutes. After the formal open session, she will do the chiefs-only roundtable discussion (about 45 chief state school officers, and will include her senior USED staffers). Adam, can you pls confirm these details with them? Should she start her remarks at 4:30? Who would the moderator be?

I am happy to confirm with CCSSO Executive Director Chris Minnich, who would lead the fireside chat and moderate the private session. CCSSO has also offered to facilitate any one-on-one meetings while the Secretary is on-site. I know we have requests from the Chiefs of Alaska, California, and Puerto Rico. There may be others that came directly to you. Do we have any time before or after event for such meetings?

Thank you and please let me know if you have any questions.

My best,

L

Office of the Secretary  
U.S. Department of Education

(202) 453-6198 direct

(202) 215-2176 cell

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Wood, Paul <Paul.Wood@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Vizzi, Daniel (USMS) <Daniel.Vizzi@usdoj.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Optional
	ED.Studio <ED.Studio@ed.gov>	Optional

**Time** 4:00 PM – 5:00 PM

**Subject** Beachhead Meeting

**Location** Secretary's Conference Room

**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Toner, Jana <Jana.Toner@ed.gov>	Organizer
	Political Appointees_ED 45 <PoliticalAppointees_ED45@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional
	Eitel, Robert <Robert.Eitel@ed.gov>	Optional
	Botel, Jason <Jason.Botel@ed.gov>	Optional
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Optional

Hansen, Taylor <Taylor.Hansen@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Optional
Rigas, Laura <Laura.Rigas@ed.gov>	Optional
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Eck, Kevin <Kevin.Eck@ed.gov>	Optional
Reynolds, Cody <Cody.Reynolds@ed.gov>	Optional
Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
Holden, Ronald <Ronald.Holden@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

---

**Time** 5:00 PM – 5:30 PM  
**Subject** Scheduling meeting: possibility of Tuesday closure discussion  
**Location** COS Office  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---

**Tuesday, March 14, 2017**

**Time** 9:30 AM – 10:00 AM  
**Subject** CCSSO Prep Meeting w/ Sec. DeVos and Chris Minnich  
**Location** Conference Call – Sec DeVos call Chris' cell at (b)(6)  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Chris Minnich <Chris.Minnich@ccsso.org>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

Michelle Singleton <Michelle.Singleton@ccsso.org> Optional

Cindy Patterson <Cindy.Patterson@ccsso.org> Optional

**Time** 11:00 AM – 11:30 AM  
**Subject** Call with Secretary Bill Bennett  
**Location** Dial: (b)(6)  
**Show Time As** Busy  
Confirmed for a very brief call re: upcoming event.

-----Original Message-----

From: Josh Venable [mailto:(b)(6)]  
Sent: Monday, March 13, 2017 7:54 AM  
To: Christopher Beach  
Cc: Venable, Joshua; Delahunty, Sarah  
Subject: Re: Bill Bennett Request

Adding my dept email and Sarah here to assist with scheduling.

Sent from my iPhone

> On Mar 13, 2017, at 06:49, Christopher Beach <HYPERLINK

(b)(6)

>

> Hi Josh,

>

> I hope you're doing well. Sec. Bennett was hoping to get a couple minutes on the phone with you or Sec. DeVos at some point today or tomorrow. Would that be possible? His cell is (b)(6) and you can feel free to call him. It's about an event that he and Sec. DeVos may be at in the near future.

>

> Thanks!

>

> Chris Beach

> Chief of Staff

> William J. Bennett

> 862-219-9152

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

Time 12:30 PM - 1:00 PM  
Subject (b)(5)  
Location Office of the Secretary  
Show Time As Busy  
Conference Line should the Department be shut down due to weather:  
Dial: (b)(6)  
Leader Code: (b)(6)  
Participant Code: 1630518 (Staff)

Bob - many thanks!

Sarah - please see below. This is the briefing you and I discussed briefly that we need to do with the Secretary by early next week. Can you please find 30 minutes for this briefing?

Sent from my iPhone

On Mar 8, 2017, at 6:00 PM, Eitel, Robert <HYPERLINK "mailto:Robert.Eitel@ed.gov" Robert.Eitel@ed.gov> wrote:  
Jason:

I met with Phil, Monique, and Joe about the (b)(5) litigation.

(b)(5)

Please let me know if I may answer any questions.

Thanks,  
Bob

Robert S. Eitel  
Special Assistant to the Secretary of Education  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202  
(202) 453-6278  
HYPERLINK "mailto:robert.eitel@ed.gov" robert.eitel@ed.gov

**Attendees** Name <E-mail>

DeVos, Betsy <Betsy.DeVos@ed.gov>

**Attendance**  
Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Optional
(b)(5) @usdoj.gov	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Optional
Koeppel, Dennis <Dennis.Koeppel@ed.gov>	Optional
Grimes-Miller, Cathy <Cathy.Grimes-Miller@ed.gov>	Optional
Chism, Monique <Monique.Chism@ed.gov>	Optional
Conaty, Joe <Joseph.Conaty@ed.gov>	Optional

**Time** 1:00 PM – 2:00 PM  
**Subject** Hearing Prep Briefing  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
Dial (b)(6)  
Leader Code: (b)(6)  
Participant Code: 1630518 (Staff)

Meeting with Secretary on Hearing 101 and Committee Members & Thematic Briefing

(b)(5)

Another hour to be scheduled if necessary

Sarah-

We will provide materials during the meeting.  
See titles below. I also added a couple of other folks.

Let me know if you have any other questions. Thanks.

Jan

From: Delahunty, Sarah  
Sent: Monday, March 06, 2017 11:38 AM

To: Solomon, Jan  
Cc: Navarro, Erica  
Subject: RE: Tick Tock for Passback and Hearing

Thanks, Jan. So there's nothing she needs to read over before this prep, right? You will provide materials during the meeting?

Would you mind also getting me the titles for the below career employees that I don't now?

Thanks!

Jenn Bell-Elwanger, Director, HYPERLINK  
"[https://www2.ed.gov/about/offices/list/om/fs\\_po/o  
pepd/ppss.html](https://www2.ed.gov/about/offices/list/om/fs_po/o<br/>pepd/ppss.html)" Policy and Program Studies Service, OPEPD  
(Delegated the Duties of the Assistant Secretary for Planning,  
Evaluation, and Policy Development)  
Bill Cordes, Director, Elementary, Secondary, and Vocational Analysis  
Division, Budget Service, OPEPD  
Nancy Martin, Deputy Chief, Budget Policies and Coordination Staff,  
Budget Service, OPEPD  
Erica Navarro, Director, Budget Service, OPEPD  
Larry Kean, Deputy Budget Service Director and Director, Budget  
Execution and Administrative Analysis Division, Budget Service, OPEPD  
Craig Stanton, Director, Special Education, Rehabilitation, Research,  
and Postsecondary Analysis Division, Budget Service, OPEPD  
Molly Petersen, Legislative Director, OLCA (Delegated the Duties of  
the Assistant Secretary for Legislation and Congressional Affairs)  
Jessica Ramakis, Acting Chief of Staff, OPEPD  
Jan Solomon, Chief, Budget Policies and Coordination Staff, Budget  
Service, OPEPD

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Solomon, Jan  
Sent: Friday, March 03, 2017 4:55 PM  
To: Delahunty, Sarah  
Cc: Navarro, Erica  
Subject: RE: Tick Tock for Passback and Hearing

Sarah –

See the attached.

(I corrected the "Thursday, March 7" to "Tuesday.")

Thanks.

From: Navarro, Erica  
Sent: Friday, March 03, 2017 4:17 PM  
To: Solomon, Jan

Cc: Delahunty, Sarah  
Subject: FW: Tick Tock for Passback and Hearing

Hi Jan

Can someone on your team fill out the attached and send to Sarah?  
Thanks, Erica

From: Delahunty, Sarah  
Sent: Thursday, March 02, 2017 5:30 PM  
To: Navarro, Erica  
Subject: RE: Tick Tock for Passback and Hearing

Erica –

Could you or someone on your team fill in any missing information for the Secretary's briefing paper? I'll need any attachments she should look over before the briefing and a quick break down of the meeting purpose.

Let me know if you have any questions.

Thanks –  
Sarah

--

Sarah Delahunty  
United States Department of Education  
O: 202-453-5615  
C: 202-480-1542

From: Navarro, Erica  
Sent: Thursday, March 02, 2017 9:41 AM  
To: Delahunty, Sarah  
Subject: RE: Tick Tock for Passback and Hearing

Hi Sarah

That's fine. Thanks, Erica

From: Delahunty, Sarah  
Sent: Thursday, March 02, 2017 9:36 AM  
To: Navarro, Erica  
Subject: RE: Tick Tock for Passback and Hearing

Erica –

The Secretary won't be in DC on the 17th or 20th so I've held 2 hours on the days immediately before/after. Let me know if that's a problem.

Thanks –  
Sarah

Sarah Delahunty  
United States Department of Education  
O: 202-453-5615  
C: 202-480-1542

From: Navarro, Erica  
Sent: Thursday, March 02, 2017 9:06 AM  
To: Delahunty, Sarah  
Subject: FW: Tick Tock for Passback and Hearing

From: Navarro, Erica  
Sent: Thursday, March 02, 2017 8:59 AM  
To: Johnson, Sandra  
Subject: FW: Tick Tock for Passback and Hearing

Sandra

I need your help scheduling the meeting in blue. Jason Botel, Stanley Buchesky, Ebony Lee, Jenn Bell, Jessica Ramakis, Jan, Nancy, Bill Cordes and Jim Manning, Molly Petersen.

House Appropriations Hearing

(b)(5)



From: Buchesky, Stanley  
Sent: Friday, February 24, 2017 4:14 PM  
To: Navarro, Erica  
Cc: Botel, Jason; Manning, James; Simmons, Lee (Doug); Lee, Ebony; Conaty, Joe; Solomon, Jan  
Subject: Re: Tick Tock for Passback and Hearing

Just spoke with Dougie. 3/3 with the Secretary will not work. We can

shift everything a day back or forward. She can meet 3/2, but I wasn't sure given the appeal process whether we can have the prep requirements meeting on 3/1 or earlier in the day on 3/2. What would work for Budget Services?

Sent from my iPhone

On Feb 24, 2017, at 11:37 AM, Navarro, Erica <[HYPERLINK "mailto:Erica.Navarro@ed.gov"](mailto:Erica.Navarro@ed.gov) Erica.Navarro@ed.gov> wrote:  
All

Thanks for meeting on such short notice. Please see the below. We are going to send this to OLCA and OPEPD today for their input so this will be refined before we meet next week.

Dougie-we would appreciate you putting a hold on the Secretary's calendar for the following dates. If they don't work, please advise and we can flip the schedule. I'll give you a call in a second to discuss.

Thanks, Erica

Note: Red color denotes documents and yellow highlighting signifies Secretary's involvement.

Passback and Appeal

(b)(5)



Potential Thematic Outline (TBD after passback/appeal meetings with Beachhead team)

K-12

(b)(5)

Erica M. Navarro  
Budget Service Director  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

202-453-6938

For scheduling, please contact Sandra Johnson at (202)401-0321

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Buchesky, Stanley (Stanley.Buchesky@ed.gov) <Stanley.Buchesky@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Bell-Ellwanger, Jenn <Jennifer.Bell-Ellwanger@ed.gov>	Required
	Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
	Solomon, Jan <Jan.Solomon@ed.gov>	Required
	Martin, Nancy <Nancy.Martin@ed.gov>	Required
	Cordes, Bill <Bill.Cordes@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Freundewey, Matthew (Matthew.Freundewey@ed.gov) <Matthew.Freundewey@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov)	Required

<Nathan.Bailey@ed.gov>

Vizzi, Daniel (USMS) <Daniel.Vizzi@usdoj.gov> Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov> Required

Navarro, Erica <Erica.Navarro@ed.gov> Optional

Smith, Kathleen <Kathleen.Smith@ed.gov> Optional

Stanton, Craig <Craig.Stanton@ed.gov> Optional

Kean, Larry <Larry.Kean@ed.gov> Optional

Simpson, Daniel <Daniel.Simpson@ed.gov> Optional

---

**Time** 2:00 PM – 2:30 PM  
**Subject** Staffing Update  
**Location** Office of the Secretary  
**Show Time As** Busy  
In case of Department closure:  
Dial: (b)(6)  
Leader Code: (b)(6)  
Participant Code: 1630518 (Staff)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Toner, Jana (Jana.Toner@ed.gov) <Jana.Toner@ed.gov>	Required

---

**Time** 2:30 PM – 3:15 PM  
**Subject** Meeting with The Center for Education Reform  
**Location** Secretary's Conference Room  
**Attachments** Attendees\_March14.pdf  
**Show Time As** Busy  
Good Morning Sarah,

Attached, please find the list of individuals who will be attending the meeting with Secretary DeVos on Tuesday at 2:30 p.m. We respectfully request that it be held in the conference room for space. Please let me know if I can provide anything further.

Thank You,

Amanda von Leer  
Chief of Staff  
The Center for Education Reform  
HYPERLINK "mailto:amanda@edreform.com" amanda@edreform.com  
(P) 202.750.0016 (C) (b)(6)

On Mar 3, 2017, at 2:26 PM, Jeanne Allen < HYPERLINK "mailto:jra@edreform.com" jra@edreform.com> wrote:

Yes thank you, Sarah. We will take that slot. Amanda will be back to you with names by the end of next week. Thanks so much - Jeanne

<CER.png>

Jeanne Allen  
Founder & CEO  
P | 202-750-0016  
@edreform | HYPERLINK "http://edreform.com/" edreform.com  
HYPERLINK "https://www.edreform.com/"

<web.png><facebook.png><twitter.png><linkedin.png>

On Mar 3, 2017, at 2:25 PM, Delahunty, Sarah < HYPERLINK "mailto:Sarah.Delahunty@ed.gov" Sarah.Delahunty@ed.gov> wrote:

Jeanne -

The Secretary has availability on Tuesday, March 14th from 2:30 – 3:15 p.m. if that works for your group.

Sarah

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Jeanne Allen [mailto:jra@edreform.com]  
Sent: Friday, March 03, 2017 10:41 AM  
To: Delahunty, Sarah  
Cc: David Hoppe; Amanda Von leer  
Subject: Re: Letter to Meet with Charter Leaders

Thank you Sarah. Much appreciated.

I'm sorry she is out all week next week. Two options:

1) can we meet her somewhere? Folks are coming in from all over the country.

2) Following week, March 13 or 14th?

Besides issues that are sensitive, the other timing issue is that these folks are managing legislative issues as well as schools so beyond the following week they can't leave very much.

Thanks for your consideration.

Best - Jeanne

(PS Dave is helping us on on stuff that's why he's copied. Thanks again - Jeanne)

<image001.png>

Jeanne Allen  
Founder & CEO  
P | 202-750-0016  
@edreform | [HYPERLINK "http://edreform.com/"](http://edreform.com/) edreform.com  
[HYPERLINK "https://www.edreform.com/"](https://www.edreform.com/)

<image002.png><image003.png><image004.png><image005.png>

On Mar 3, 2017, at 10:06 AM, Delahunty, Sarah <[HYPERLINK "mailto:Sarah.Delahunty@ed.gov"](mailto:Sarah.Delahunty@ed.gov)> Sarah.Delahunty@ed.gov> wrote:

Good Morning Jeanne,

(b)(6) but I have received your request.

Unfortunately, the Secretary will not be available for a meeting next week due to travel.

I would be happy to look at other dates that may work for your organization.

Thank you –  
Sarah

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Venable, Joshua  
Sent: Friday, March 03, 2017 9:54 AM  
To: Delahunty, Sarah  
Subject: Fwd: Letter to Meet with Charter Leaders

Sent from my iPhone

Begin forwarded message:

From: Jeanne Allen <HYPERLINK "mailto:jra@edreform.com" jra@edreform.com>

Date: March 3, 2017 at 09:53:24 EST

To: "Simmons, Lee (Doug)" <HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>

Cc: "Venable, Joshua" <HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>, Amanda Von leer <HYPERLINK "mailto:amanda@edreform.com" amanda@edreform.com>, David Hoppe <HYPERLINK "mailto:dhoppe@jackkempfoundation.org" dhoppe@jackkempfoundation.org>

Subject: Letter to Meet with Charter Leaders

(b)(6)

Please see enclosed letter. I would appreciate if you'd confirm receipt.  
Thank you.

Jeanne Allen

<CER.png>

Jeanne Allen

Founder & CEO

P | 202-750-0016

@edreform | HYPERLINK "http://edreform.com/" edreform.com

HYPERLINK "https://www.edreform.com/"

<web.png>

<facebook.png>

<twitter.png>

<linkedin.png>

<CERAllenletter\_to\_SecDevos\_03032017.pdf>

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required

(b)(5)@usdoj.gov> Required

**Time** 4:00 PM - 4:30 PM  
**Subject** Call with (b)(6)  
**Location** Dial: (b)(6)  
**Show Time As** Busy  
HYPERLINK "mailto:(b)(6)"  
(b)(6)  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
(b)(5)@usdoj.gov>	Required
Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

**Time** 5:00 PM – 6:00 PM  
**Subject** Meeting with Josh Venable  
**Location** Office of the Secretary  
**Show Time As** Busy  
In case of Department closure, this will be in person or by phone.  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
(b)(5)@usdoj.gov>	Required

Wednesday, March 15, 2017

**Time** (b)(6), (b)(7)(F)  
**Subject**  
**Show Time As**

-----Original Appointment-----

From: DeVos, Betsy [mailto:Betsy.DeVos@ed.gov]  
Sent: Tuesday, March 14, 2017 9:36 AM  
To: DeVos, Betsy; (b)(7)(F)


Subject: (b)(6),(b)(7)(F)

When: Wednesday, March 15, 2017 (b)(6),(b)(7)(F)  
Eastern Time (US & Canada).

Where:


Dan – let me know if you need more time to get to HHS.

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

 **Time** 9:30 AM – 10:00 AM

**Subject** Call John White, LA

**Show Time As** Busy

 **Time** 10:20 AM – 10:40 AM

**Subject** Depart LBJ en route Hotel Palomar

**Show Time As** Tentative

(b)(7)(F)


Manifest: The Secretary  
Sarah Delahunty  
Matthew Frendewey

Venue: Hotel Palomar  
Room: Philips Auditorium  
Address: 2121 P Street NW  
Washington, DC 20037  
Phone: 202-448-1800

Site: Ron Holden

Cel (b)(6)

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	(b)(5) @usdoj.gov	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

 **Time** 10:45 AM – 11:05 AM

**Subject** NLGA Keynote: Education in the New Administration

**Location** Kimpton Hotel Palomar, Phillips Ballroom, 2121 P Street NW  
Washington, DC 20037

**Show Time As** Busy

NLGA Keynote: Education in the New Administration  
Secretary DeVos will discuss what's ahead for state officials in education as the Every States Succeeds Act is implemented and the Trump Administration begins new initiatives.

Secretary Betsy DeVos, Education Secretary (invited, under consideration)

Moderator: Lt. Governor TBD

Will do, thanks Jason

Sent from my iPhone

On Mar 4, 2017, at 8:50 AM, Botel, Jason <HYPERLINK "mailto:Jason.Botel@ed.gov"Jason.Botel@ed.gov> wrote:  
Hi Gillum, please see below and feel free to reach out to Doug.  
Thanks

Sent from my iPhone

Begin forwarded message:

From: "Hoelscher, Douglas L. EOP/WHO" <HYPERLINK "mailto:(b)(6)@who.eop.gov" (b)(6)@who.eop.gov>

Date: March 4, 2017 at 1:16:27 AM EST  
To: "Botel, Jason" <HYPERLINK "mailto:Jason.Botel@ed.gov"Jason.Botel@ed.gov>

Cc: "Delahunty, Sarah" <HYPERLINK "mailto:Sarah.Delahunty@ed.gov"Sarah.Delahunty@ed.gov>  
Subject: Re: National Lt. Governors Association -- Request for Sec. Chao and Sec. DeVos -- March 15 or 16

Great - thank you very much. (b)(5)

(b)(5)

Sent from my iPhone

On Mar 3, 2017, at 10:37 PM, Botel, Jason <HYPERLINK "mailto:Jason.Botel@ed.gov"Jason.Botel@ed.gov> wrote:  
Doug - Sorry for the delay - Sec. DeVos will be there 10:45-11:15.

Sarah - can you please connect with Doug and Julia?

From: Hoelscher, Douglas L. EOP/WHO  
[mailto:(b)(6)@who.eop.gov]  
Sent: Friday, March 03, 2017 4:07 PM  
To: Botel, Jason  
Subject: RE: National Lt. Governors Association -- Request for Sec. Chao and Sec. DeVos -- March 15 or 16

(b)(5)

(b)(5)

Sincerely,  
Doug

From: Botel, Jason [mailto:Jason.Botel@ed.gov]  
Sent: Thursday, March 2, 2017 9:41 PM  
To: Hoelscher, Douglas L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>; Pugliese, Anthony (OST) <HYPERLINK  
"mailto:anthony.Pugliese@dot.gov"anthony.Pugliese@ dot.gov>;  
Gunn, Ashley L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)@who.eop.gov>;  
Flynn, Matthew J. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>; Mashburn, John K. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>  
Cc: Johnson, Julia B. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>  
Subject: RE: National Lt. Governors Association -- Request for Sec.  
Chao and Sec. DeVos -- March 15 or 16

Sorry for delay; I am looking into this

From: Hoelscher, Douglas L. EOP/WHO  
[mailto:(b)(6)@who.eop.gov]  
Sent: Thursday, March 02, 2017 6:14 PM  
To: Pugliese, Anthony (OST); Gunn, Ashley L. EOP/WHO; Flynn,  
Matthew J. EOP/WHO; Mashburn, John K. EOP/WHO; Botel, Jason  
Cc: Johnson, Julia B. EOP/WHO  
Subject: RE: National Lt. Governors Association -- Request for Sec.  
Chao and Sec. DeVos -- March 15 or 16

Hi Anthony – fine from my end. I believe the NLGA would prefer to  
host the meeting at their conference site the Kimpton Hotel Palomar if  
at all possible.

Sincerely,  
Doug

From: Pugliese, Anthony (OST) [mailto:anthony.Pugliese@dot.gov]  
Sent: Thursday, March 2, 2017 5:53 PM  
To: Hoelscher, Douglas L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>; Gunn, Ashley L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)@who.eop.gov>;  
Flynn, Matthew J. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>; Mashburn, John K. EOP/WHO <HYPERLINK

"mailto:(b)(6)@who.eop.gov" (b)(6)  
(b)(6)@who.eop.gov; (b)(6) <HYPERLINK  
mailto:Jason.Botel@ed.gov" Jason.Botel@ed.gov>  
Cc: (b)(6) EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov" (b)(6)  
(b)(6)@who.eop.gov>  
Subject: RE: National Lt. Governors Association -- Request for Sec.  
Chao and Sec. DeVos -- March 15 or 16

Doug,  
Could we tentatively take the 10am slot on 15th ? Also, would they  
come here?

Thanks,  
Anthony

From: Hoelscher, Douglas L. EOP/WHO  
[mailto:(b)(6)@who.eop.gov]  
Sent: Thursday, March 02, 2017 2:20 PM  
To: Gunn, Ashley L. EOP/WHO; Flynn, Matthew J. EOP/WHO;  
Mashburn, John K. EOP/WHO; Pugliese, Anthony (OST); Botel, Jason  
Cc: Johnson, Julia B. EOP/WHO  
Subject: National Lt. Governors Association -- Request for Sec. Chao  
and Sec. DeVos -- March 15 or 16  
Importance: High

Hi Team Cabinet Affairs, Anthony, and Jason,

(b)(5)

Please let me know your thoughts and can the right member of your  
team please reach out to Julia Hurst (contact information highlighted  
below) and loop back with me too?

\*Julia J. -- please log.

Thanks,  
Doug

From: Julia Hurst [mailto:jhurst@nlga.us]  
Sent: Thursday, March 2, 2017 1:24 PM  
To: Hoelscher, Douglas L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"> (b)(6)  
(b)(6)@who.eop.gov>  
Cc: Michael Conway <HYPERLINK  
"mailto:mconway@nlga.us"> mconway@nlga.us>  
Subject: NLGA, What Mar 15 Looks Like...  
Importance: High

Conference Location:

1. HYPERLINK "http://www.hotelpalomar-dc.com/" Kimpton Hotel  
Palomar Washington DC  
HYPERLINK "http://www.hotelpalomar-dc.com" www.hotelpalomar-  
dc.com  
HYPERLINK "https://www.bing.com/local?lid=YN873x147831631918  
37816&id=YN873x14783163191837816&q=Kimpton+Hotel+P  
alomar+Washington+DC&name=Kimpton+Hotel+Palomar+Wa  
shington+DC&cp=38.9099159240723%7e-  
77.0474243164063&ppois=38.9099159240723\_-  
77.0474243164063\_Kimpton+Hotel+Palomar+Washington+ DC" 2121  
P St NW, Washington, DC 20037

March 15, 2017 Wednesday  
10:00 – 10:15 am  
Call to Order & Opening Remarks  
Call to Order  
Pledge of Allegiance  
Roll Call / Introductions  
Welcome & On the Office of Lt. Governor

Lt. Governor Dan McKee, Rhode Island      NLGA Chair

Deputy Assistant to the President and White House Intergovernmental  
Affairs Director Justin Clark

Introduction: Lt. Governor Dan McKee, Rhode Island  
NLGA Chair

Palomar, Phillips Ballroom  
March 15, 2017  
Wednesday  
10:15 – 10:45 am  
NLGA Keynote: What's Next for States in Launching the National  
Rebuilding?  
President Trump said he will ask Congress for a \$1 trillion  
infrastructure bill to launch our national rebuilding, financed through  
both public and private capital and creating millions of new jobs.  
Secretary Chao will discuss what's ahead for state officials in the

infrastructure push – which includes adapting to 21st century technologies.

Secretary Elaine Chao, Transportation Secretary (invited)

Moderator: Lt. Governor Nungesser

Palomar, Phillips Ballroom

March 15, 2017

Wednesday

10:45 – 11:15 am

NLGA Keynote: Education in the New Administration

Secretary DeVos will discuss what's ahead for state officials in education as the Every States Succeeds Act is implemented and the Trump Administration begins new initiatives.

Secretary Betsy DeVos, Education Secretary (invited, under consideration)

Moderator: Lt. Governor TBD

Palomar, Phillips Ballroom

Julia Hurst

NLGA Director & CEO

71 Cavalier Blvd. Ste. 223. Florence, KY 41042

T: (859) 283-1400

Visit [HYPERLINK "http://www.nlga.us"](http://www.nlga.us)www.nlga.us

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(5) @usdoj.gov	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

**Time** 11:15 AM – 11:30 AM

**Subject** Meeting with Lt. Governor Forest

**Location** Kimpton Hotel Palomar - Freer A

**Show Time As** Busy

Contact: Jamey

(b)(6)

Meeting with NC Lt. Gov following remarks at NLGA

Topic: His plan to grow charter schools in NC & to gauge her interest in traveling to NC to roll out the plan (want to establish 20 charter schools over the next 4 years)

\*Meeting may move to a smaller room on the 1st floor if we are able to secure it

(b)(5)

Sincerely,  
Doug

From: Delahunty, Sarah [mailto:Sarah.Delahunty@ed.gov]

Sent: Tuesday, March 7, 2017 4:13 PM

To: Hoelscher, Douglas L. EOP/WHO <HYPERLINK

"mailto:(b)(6)@who.eop.gov"

(b)(6)@who.eop.gov>; Botel, Jason <HYPERLINK

"mailto:Jason.Botel@ed.gov" Jason.Botel@ed.gov>

Cc: Mashburn, John K. EOP/WHO <HYPERLINK

"mailto:(b)(6)@who.eop.gov"

(b)(6)@who.eop.gov>; Gunn, Ashley L. EOP/WHO <

HYPERLINK "mailto:(b)(6)@who.eop.gov"

(b)(6)@who.eop.gov>; Flynn, Matthew J. EOP/WHO <

HYPERLINK "mailto:(b)(6)@who.eop.gov"

(b)(6)@who.eop.gov>; Johnson, Julia B. EOP/WHO <

HYPERLINK "mailto:(b)(6)@who.eop.gov"

(b)(6)@who.eop.gov>; Simmons, Lee (Doug) <HYPERLINK

"mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>

Subject: RE: Lt. Governor Dan Forest's office

The Secretary is confirmed to meet with Lt. Gov. Forest after her remarks. We have spoken to the Lt. Gov's office.

--

Sarah Delahunty

United States Department of Education

C: 202-480-1542

From: Hoelscher, Douglas L. EOP/WHO

[mailto:(b)(6)@who.eop.gov]

Sent: Monday, March 06, 2017 6:49 PM

To: Botel, Jason; Delahunty, Sarah

Cc: Mashburn, John K. EOP/WHO; Gunn, Ashley L. EOP/WHO; Flynn,

Matthew J. EOP/WHO; Johnson, Julia B. EOP/WHO

Subject: RE: Lt. Governor Dan Forest's office

Thanks.

From: Botel, Jason [mailto:Jason.Botel@ed.gov]  
Sent: Monday, March 6, 2017 6:36 PM  
To: Hoelscher, Douglas L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov>; Delahunty, Sarah <HYPERLINK  
"mailto:Sarah.Delahunty@ed.gov" Sarah.Delahunty@ed.gov>  
Cc: Mashburn, John K. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov>; Gunn, Ashley L. EOP/WHO <  
HYPERLINK "mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov>; Flynn, Matthew J. EOP/WHO <  
HYPERLINK "mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov>; Johnson, Julia B. EOP/WHO <  
HYPERLINK "mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov>  
Subject: Re: Lt. Governor Dan Forest's office

Thanks, Doug. Sarah Delahunty, who is currently managing Sec.  
DeVos's calendar, is working on this and will confirm shortly. Thanks!

Sent from my iPhone

On Mar 6, 2017, at 5:06 PM, Hoelscher, Douglas L. EOP/WHO <  
HYPERLINK "mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov> wrote:

Hi Jason,

The Lt. Governor of N. Carolina, Dan Forest is interested in a 15  
minute meeting with Sec. DeVos to discuss an issue of mutual  
interest. Could you all make a 15 minute meeting before or after her  
speech on March 15th work somewhere in the NLGA host hotel.  
Alternatively they could come to USDED HQ anytime on March 14 to  
meet with you all. Either way – can you all reach out directly to his  
team (contact information below)?

Just left you a vm with a little more verbal background.

\*Julia – please log.

Sincerely,  
Doug

From: Falkenbury, Jamey [mailto:Jamey.Falkenbury@nc.gov]  
Sent: Monday, March 6, 2017 4:54 PM  
To: Hoelscher, Douglas L. EOP/WHO <HYPERLINK  
"mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov>  
Subject: Lt. Governor Dan Forest's office

Douglas,

Thank you so much for reaching out to our office. My contact

information is below, along with my Chief of Staff's.

As for a potential meeting with Secretary DeVos, we can be made available any time on March 14th. While we aren't planning on attending the NLGA conference, we could meet with the Secretary before or after her remarks on March 15th. We do have to leave DC by 1PM that day.

Thank you again.  
All the Best.

Jamey Falkenbury  
Director of Operations  
HYPERLINK "mailto:Jamey.falkenbury@nc.gov"  
Jamey.falkenbury@nc.gov  
HYPERLINK "mailto:(b)(6)"  
919-814-3680 (office)  
(b)(6) (cell)

Hal Weatherman  
Chief of Staff  
HYPERLINK "mailto:Hal.weatherman@nc.gov"  
Hal.weatherman@nc.gov  
HYPERLINK "mailto:(b)(6)"  
(b)(6)  
919-814-3690 (office)  
(b)(6) (cell)

Email correspondence to and from this address may be subject to the North Carolina Public Records L

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	(b)(5) @usdoj.gov	Required

Time 11:45 AM – 12:05 PM

**Subject** Depart Kimpton Palomar en route LBJ  
**Show Time As** Busy  
Travel Time: 20 minutes  
Manifest: BDV, Sarah Delahunty, Matt Frendewey

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(5) @usdoj.gov	Required

**Time** 12:00 PM – 1:00 PM  
**Subject** Lunch  
**Location** Office of the Secretary  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(6) @usdoj.gov	Required

**Time** 1:00 PM – 1:30 PM  
**Subject** Touching base about Internal Communications  
**Location** 5E231  
**Importance** High  
**Show Time As** Tentative  
Adding Laura and scheduling earlier so she can attend. Thanks.  
I've added another item to our agenda. Please let me know if you are available to meet today either through this Outlook invite or email.  
Thanks. --Cynthia

Sara and Dougie, (b)(5)  
(b)(5)  
Thanks and have a good weekend.

Agenda Items:

Principal Office All-Staff Meetings  
Lunch and Learn Sessions  
Secretary's Office Hours  
Weekly Scheduling and Communications Meetings

Attendees	Name <E-mail>	Attendance
	Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
Malico, Melinda <Melinda.Malico@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Williamson, Elizabeth <Elizabeth.Williamson@ed.gov>	Optional

**Time** 2:00 PM – 2:30 PM  
**Subject** Meeting with (b)(6)  
**Location** Office of the Secretary  
**Show Time As** Busy  
 (b)(6)  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Optional
(b)(5) @usdoj.gov	Required
Toner, Jana (Jana.Toner@ed.gov) <Jana.Toner@ed.gov>	Required

**Time** 2:35 PM – 3:00 PM  
**Subject** Phone Call with Melinda Gates  
**Location** Office of the Secretary  
**Show Time As** Busy  
 Dial: (b)(6)  
 Leader Code: (b)(6)  
 Great. Best number to reach me is on my cell at (b)(6)

Many thanks,  
 Floramie

From: Delahunty, Sarah [mailto:Sarah.Delahunty@ed.gov]  
 Sent: Wednesday, March 8, 2017 2:41 PM  
 To: Floramie Phillips <HYPERLINK "mailto:Floramie.Phillips@gatesfoundation.org">  
 Floramie.Phillips@gatesfoundation.org>; Ventimiglia, Eric <HYPERLINK "mailto:Eric.Ventimiglia@ed.gov">

Eric.Ventimiglia@ed.gov>; Venable, Joshua < HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>; Patrick Murray < HYPERLINK "mailto:Patrick.Murray@gatesfoundation.org" Patrick.Murray@gatesfoundation.org>  
Cc: Simmons, Lee (Doug) < HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>  
Subject: RE: Meeting Request - Melinda Gates

You should reach out to me, my cell number is below. Can I get your contact information as well?

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Floramie Phillips  
[mailto:Floramie.Phillips@gatesfoundation.org]  
Sent: Wednesday, March 08, 2017 5:40 PM  
To: Delahunty, Sarah; Ventimiglia, Eric; Venable, Joshua; Patrick Murray  
Cc: Simmons, Lee (Doug)  
Subject: RE: Meeting Request - Melinda Gates

Thanks Sarah. In case we need to reach out last minute, would you be the best point of contact on the day of the call?

From: Delahunty, Sarah [mailto:Sarah.Delahunty@ed.gov]  
Sent: Wednesday, March 8, 2017 2:23 PM  
To: Floramie Phillips < HYPERLINK "mailto:Floramie.Phillips@gatesfoundation.org" Floramie.Phillips@gatesfoundation.org>; Ventimiglia, Eric < HYPERLINK "mailto:Eric.Ventimiglia@ed.gov" Eric.Ventimiglia@ed.gov>; Venable, Joshua < HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov>; Patrick Murray < HYPERLINK "mailto:Patrick.Murray@gatesfoundation.org" Patrick.Murray@gatesfoundation.org>  
Cc: Simmons, Lee (Doug) < HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>  
Subject: RE: Meeting Request - Melinda Gates

Floramie –

Dial-in and passcode information is below. Let me know if you have any questions.

Dial-in: (b)(6)  
Participant Code: (b)(6)

Thanks –  
Sarah

--

Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Floramie Phillips  
[mailto:Floramie.Phillips@gatesfoundation.org]  
Sent: Wednesday, March 08, 2017 5:13 PM  
To: Ventimiglia, Eric; Venable, Joshua; Patrick Murray  
Cc: Delahunty, Sarah; Simmons, Lee (Dougie)  
Subject: RE: Meeting Request - Melinda Gates

Thanks Eric!

Hi Sarah and Dougie,  
Can you please advise what number would be best to connect with  
the Secretary on March 15, 2:35pmET?

Many thanks,  
Floramie

From: Ventimiglia, Eric [mailto:Eric.Ventimiglia@ed.gov]  
Sent: Tuesday, March 7, 2017 11:25 AM  
To: Floramie Phillips <HYPERLINK  
"mailto:Floramie.Phillips@gatesfoundation.org"  
Floramie.Phillips@gatesfoundation.org>; Venable, Joshua <  
HYPERLINK "mailto:Joshua.Venable@ed.gov"  
Joshua.Venable@ed.gov>; Patrick Murray <HYPERLINK  
"mailto:Patrick.Murray@gatesfoundation.org"  
Patrick.Murray@gatesfoundation.org>  
Cc: Delahunty, Sarah <HYPERLINK "mailto:Sarah.Delahunty@ed.gov"  
Sarah.Delahunty@ed.gov>; Simmons, Lee (Dougie) <HYPERLINK  
"mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>  
Subject: RE: Meeting Request - Melinda Gates

Adding in Sarah and Dougie, who coordinate Secretary DeVos'  
schedule. They will provide you with an alternate number.

Eric

Eric Ventimiglia  
Special Assistant to the Secretary  
Department of Education  
(C): 202 215-7389

From: Floramie Phillips  
[mailto:Floramie.Phillips@gatesfoundation.org]  
Sent: Tuesday, March 07, 2017 2:23 PM  
To: Venable, Joshua; Patrick Murray  
Cc: Ventimiglia, Eric  
Subject: RE: Meeting Request - Melinda Gates

Thanks Patrick for looping me in.

Hi all,

For the Secretary's call with Melinda Gates at 2:35 p.m. EST on Wednesday, March 15th, we would like to propose using the following conference line below.

Dial in Number: (b)(6)  
Passcode: (b)(6)

Also we typically note a backup number and/or day of point of contact in case there are any technical difficulties or last minute changes. Can you please advise who's contact info would work best?

Let me know if you have any questions.

Best,  
Floramie

Floramie L. Phillips  
Associate Program Officer, Strategic Planning & Engagement  
Office of the Chief Strategy Officer  
V +1.206.709.3332  
E [HYPERLINK "mailto:floramie.phillips@gatesfoundation.org"](mailto:floramie.phillips@gatesfoundation.org)  
[floramie.phillips@gatesfoundation.org](mailto:floramie.phillips@gatesfoundation.org)

Bill & Melinda Gates Foundation  
[HYPERLINK "http://www.gatesfoundation.org/"](http://www.gatesfoundation.org/)  
[www.gatesfoundation.org](http://www.gatesfoundation.org)  
[HYPERLINK "http://www.facebook.com/billmelindagatesfoundation"](http://www.facebook.com/billmelindagatesfoundation)  
Facebook  
[HYPERLINK "http://twitter.com/gatesfoundation"](http://twitter.com/gatesfoundation) Twitter  
[HYPERLINK "http://www.impatientoptimists.org/"](http://www.impatientoptimists.org/) Impatient  
Optimists  
P Please consider the environment before printing this e-mail

From: Venable, Joshua [<mailto:Joshua.Venable@ed.gov>]  
Sent: Tuesday, March 7, 2017 7:28 AM  
To: Patrick Murray <[HYPERLINK "mailto:Patrick.Murray@gatesfoundation.org"](mailto:Patrick.Murray@gatesfoundation.org)  
[Patrick.Murray@gatesfoundation.org](mailto:Patrick.Murray@gatesfoundation.org)>  
Cc: Floramie Phillips <[HYPERLINK "mailto:Floramie.Phillips@gatesfoundation.org"](mailto:Floramie.Phillips@gatesfoundation.org)  
[Floramie.Phillips@gatesfoundation.org](mailto:Floramie.Phillips@gatesfoundation.org)>; Ventimiglia, Eric <  
[HYPERLINK "mailto:Eric.Ventimiglia@ed.gov"](mailto:Eric.Ventimiglia@ed.gov)  
[Eric.Ventimiglia@ed.gov](mailto:Eric.Ventimiglia@ed.gov)>  
Subject: Re: Meeting Request - Melinda Gates

Thanks, Patrick. Would be great to connect. Adding Eric here to help coordinate on this end.

Sent from my iPhone

On Mar 6, 2017, at 20:59, Patrick Murray < [HYPERLINK "mailto:Patrick.Murray@gatesfoundation.org"](mailto:Patrick.Murray@gatesfoundation.org) Patrick.Murray@gatesfoundation.org> wrote:  
Thanks, Sarah and Josh. I am including my colleague Floramie Phillips who can help coordinate the logistics of the call.

Josh – If you are interested in connecting ahead of or following the call, I would be glad to shed some light on the foundation's current strategy and investments in K-12 and higher education.

Again, many thanks for the opportunity.

Best,  
Patrick

From: Delahunty, Sarah [<mailto:Sarah.Delahunty@ed.gov>]  
Sent: Monday, March 6, 2017 8:32 PM  
To: Venable, Joshua < [HYPERLINK "mailto:Joshua.Venable@ed.gov"](mailto:Joshua.Venable@ed.gov) Joshua.Venable@ed.gov>; Patrick Murray < [HYPERLINK "mailto:Patrick.Murray@gatesfoundation.org"](mailto:Patrick.Murray@gatesfoundation.org) Patrick.Murray@gatesfoundation.org>  
Subject: RE: Meeting Request - Melinda Gates

Hi Patrick,

The Secretary is available for a call at 2:35 p.m. EST on Wednesday, March 15th. What number should she dial?

--  
Sarah Delahunty  
United States Department of Education  
C: 202-480-1542

From: Venable, Joshua  
Sent: Monday, March 06, 2017 6:35 PM  
To: Patrick Murray  
Cc: Delahunty, Sarah  
Subject: Re: Meeting Request - Melinda Gates

Thanks, Patrick. Adding Sarah here to assist with scheduling.

From: Patrick Murray < [HYPERLINK "mailto:Patrick.Murray@gatesfoundation.org"](mailto:Patrick.Murray@gatesfoundation.org) Patrick.Murray@gatesfoundation.org>  
Date: Monday, March 6, 2017 at 4:26 PM  
To: Venable Joshua < [HYPERLINK "mailto:Joshua.Venable@ed.gov"](mailto:Joshua.Venable@ed.gov) Joshua.Venable@ed.gov>  
Subject: Meeting Request - Melinda Gates

Dear Josh,

I lead the government relations engagement for the Bill & Melinda

Gates Foundation's domestic education investments and am reaching out on behalf of Melinda Gates in order to determine if Secretary DeVos would be available for a phone call Wednesday, March 15, 2017. Melinda would like to share her congratulations with the secretary on her confirmation as well as discuss the foundation's education strategy. She is currently available at 2:35PM and 2:50PM on the 15th.

Thank you for your consideration.

Patrick

Patrick Murray  
Senior Program Officer, U.S. Government Relations  
Global Policy & Advocacy  
T +1.202.662.8196  
E [HYPERLINK "mailto:patrick.murray@gatesfoundation.org"](mailto:patrick.murray@gatesfoundation.org)  
[patrick.murray@gatesfoundation.org](mailto:patrick.murray@gatesfoundation.org)

Bill & Melinda Gates Foundation

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	(b)(5)@usdoj.gov	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

**Time** 3:30 PM – 4:00 PM  
**Subject** Meeting with Adam Kissel  
**Location** Office of the Secretary  
**Show Time As** Busy

Cell Phone: (b)(6)

[HYPERLINK "mailto:\(b\)\(6\)"](#)  
Confirmed

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	(b)(5)@usdoj.gov	Required
	Toner, Jana (Jana.Toner@ed.gov) <Jana.Toner@ed.gov>	Required

---

**Time** 4:15 PM – 4:30 PM  
**Subject** RESCHEDULED: Phone Call with Senator Ted Cruz  
**Location** Secretary to Call (b)(6) Christine will answer  
**Show Time As** Busy  
From: Christoferson, James (Cruz)  
[mailto:James\_Christoferson@cruz.senate.gov]  
Sent: Monday, March 06, 2017 12:22 PM  
To: Simmons, Lee (Dougie); Delahunty, Sarah  
Cc: Herod, Amy (Cruz); Babcock, Christine (Cruz)  
Subject: Meeting Request for Sen Cruz

Sarah,

Good afternoon. Sen. Cruz was wondering if he could possibly meet with Sec. DeVos this week?

I'm told he'd like to discuss school choice legislation and legislative policies they share and hope to push this session of Congress.

Christine Babcock and Amy Herod, our Director and Deputy Director of Scheduling, are cc'd to set up the meeting at your convenience.

If you have any questions, please don't hesitate to call me at (b)(6)

(b)(6)

All the best,  
James

James Christoferson  
Deputy Chief of Staff  
Office of US Senator Ted Cruz

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Time** 5:45 PM – 6:05 PM  
**Subject** Depart LBJ en route Reception  
**Show Time As** Busy  
Drive Time: 20 minutes

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

(b)(5) @usdoj.gov

Required

**Time** 6:00 PM – 9:00 PM

**Subject** Secretary Wilbur Ross Reception

**Location** (b)(6)

**Show Time As** Busy

Secretary would like to stop by

Hosted by Ambassador C. Boyden Gray, Lally Graham Weymouth,

Donald Graham and Amanda Bennett

Invite you to a reception to welcome Wilbur Ross and Hilary Geary

Ross to Washington

**Attendees** **Name <E-mail>**

**Attendance**

DeVos, Betsy <Betsy.DeVos@ed.gov>

Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

Venable, Joshua (Joshua.Venable@ed.gov)  
<Joshua.Venable@ed.gov>

Required

(b)(5) @usdoj.gov

Required

#### Thursday, March 16, 2017

**Time** 9:00 AM – 9:30 AM

**Subject** Meeting with (b)(6)

**Location** Office of the Secretary

**Show Time As** Busy

POC: Jana Toner

**Attendees** **Name <E-mail>**

**Attendance**

DeVos, Betsy <Betsy.DeVos@ed.gov>

Organizer

Toner, Jana <Jana.Toner@ed.gov>

Required

Venable, Joshua <Joshua.Venable@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Optional

**Time** 4:15 PM – 5:15 PM

**Subject** Scheduling: Week Ahead

**Location** Secretary's Conference Room (OS Managed)

**Show Time As** Tentative

**Attendees** **Name <E-mail>**

**Attendance**

Venable, Joshua <Joshua.Venable@ed.gov>

Organizer

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
(b)(5) @usdoj.gov	Required

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**Friday, March 17, 2017**

**Time** 11:00 AM – 11:30 AM  
**Subject** Call (b)(6) ssistant  
**Location** (b)(6)  
**Show Time As** Busy

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**Time** 12:00 PM – 12:30 PM  
**Subject** Weekly Report Template  
**Show Time As** Busy

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From: Ventimiglia, Eric  
Sent: Wednesday, March 15, 2017 12:07 PM  
To: Botel, Jason; Buchesky, Stanley; Eitel, Robert; Ferguson, Gillum; Lee, Ebony; Manning, James; Simmons, Lee (Dougie); Delahunty, Sarah; Smith, Kathleen; Toner, Jana  
Cc: Venable, Joshua  
Subject: RE: Weekly Report Template

Updated distribution list – to include Ebony Lee, rather than Dougie twice.

Eric Ventimiglia  
Special Assistant to the Secretary  
Department of Education  
(C): 202 215-7389

From: Ventimiglia, Eric  
Sent: Wednesday, March 15, 2017 10:56 AM  
To: Botel, Jason; Buchesky, Stanley; Eitel, Robert; Ferguson, Gillum; Simmons, Lee (Dougie); Manning, James; Simmons, Lee (Dougie); Delahunty, Sarah; Smith, Kathleen; Toner, Jana

Cc: Venable, Joshua  
Subject: Weekly Report Template

Hello everyone,

Beginning this week, Josh would like everyone on this e-mail to complete a weekly report using the attached template. The report should be no more than one page long, and submitted to me by 5:00 pm every Friday. I will compile them for Josh.

If there are any questions, please let Josh or myself know. Also – if you need me, I have moved to 7W317 (just outside Josh’s office).

Thanks,  
Eric

Eric Ventimiglia  
Special Assistant to the Secretary  
Department of Education  
(C): 202 215-7389

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer

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**Time** 12:00 PM – 1:00 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
Josh will be called at 12:00 pm sharp.

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	(b)(5) @usdoj.gov	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required

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**Time** 1:30 PM – 2:00 PM  
**Subject** Meeting with Nathaniel Breeding - Interview  
**Location** Meeting will be held in Jana's office 7C105  
**Show Time As** Busy  
Meeting will be held in Jana's office 7C105

Interview with Nathaniel Breeding  
(b)(5)

Eric has resume for pre-review

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Optional

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**Time** 2:00 PM – 3:00 PM  
**Subject** Interview with Nathaniel Breeding  
**Show Time As** Busy

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**Time** 3:00 PM – 3:30 PM  
**Subject** Meeting with Martha Davis - Interview  
**Location** Jana Office 7C105  
**Show Time As** Busy  
Meeting will be held in Jana's office

Interview with Martha Davis  
(b)(6) in the Office of the Secretary  
Eric has resume for pre-review

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Optional

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**Time** 3:45 PM – 4:15 PM  
**Subject** Meeting with Jessica Newman - Interview

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**Location** Meeting will be held in Jana's office C7105  
**Show Time As** Busy  
Meeting will be held in Jana's office

Interview with Jessica Newman


(b)(5)

Eric has resume for pre-review

Attendees	Name <E-mail>	Attendance
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Organizer
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Optional


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**Sunday, March 19, 2017**

 **Time** 8:00 PM – 8:30 PM  
**Subject** Remind BDV about lav mic.  
**Show Time As** Busy

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**Wednesday, March 22, 2017**

 **Time** 2:00 PM – 3:00 PM  
**Subject** Meeting w/ Texas State University System Presidents  
**Location** WDCFB6-7C101  
**Show Time As** Busy  
Note: Secetary DeVos will join us the meeting for 30 minutes.

With over 75,000 students, the Texas State University System (TSUS) is the oldest and third-largest higher education system in Texas. It consists of eight institutions: Lamar University, Sam Houston State University, Sul Ross State University, Texas State University-San Marcos, Lamar Institute of Technology, Lamar State College-Orange, Lamar State College-Port Arthur, and Sul Ross State University Rio Grande College.

TSUS continues to do more with less, producing better results than any other university system in Texas while keeping costs down. The average administrative cost per TSUS student is 18% lower than the average administrative cost per student across the state. Since 2007, the state average has increased by 12%, while the TSUS average has decreased by 7%.

This unique level of success exists across all eight member institutions, and it is a story representatives wish to explain to Secretary DeVos in greater detail. Additionally, they seek to highlight the work of Texas State University's School Safety Center, a national leader in school safety that has been working closely with the U.S. Department of

Education on this issue over the past few years.

Attendees

Dr. Brian McCall, Chancellor, TSUS  
Mrs. Rossanna Salazar, Chairman, Board of Regents, TSUS  
Sean Cunningham, JD, Vice Chancellor of Government Relations, TSUS  
Dr. Kenneth Evans, President of Lamar University  
Dr. Denise M. Trauth, President of Texas State University-San Marcos  
Dr. Dana Hoyt, President of Sam Houston State University  
Dr. Bill Kibler, President of Sul Ross State University  
Henry Bonilla, The Normandy Group  
Alex Catanese, The Normandy Group  
Ron Eritano, The Normandy Group  
Christine Pellerin, The Normandy Group

Attendees	Name <E-mail>	Attendance
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Organizer
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Kesner, Paul <Paul.Kesner@ed.gov>	Required
	Jones, Sharon <Sharon.Jones@ed.gov>	Optional
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Optional
	McLarnon, Gail <Gail.McLarnon@ed.gov>	Optional
	Byrd-Johnson, Linda <Linda.Byrd-Johnson@ed.gov>	Optional
	Garcia, Lenore <Lenore.Garcia@ed.gov>	Optional
	Arnold, Nathan <Nathan.Arnold@ed.gov>	Optional
	Gibbs, Cheryl <Cheryl.Gibbs@ed.gov>	Optional
	Thomas, Gary <Gary.Thomas@ed.gov>	Optional
	Caudillo, Emmanuel <Emmanuel.Caudillo@ed.gov>	Optional
	McCullough, Carney <Carney.McCullough@ed.gov>	Optional
	Weisman, Annmarie <Annmarie.Weisman@ed.gov>	Optional
	Bounds, Herman <Herman.Bounds@ed.gov>	Optional
	Hong, Jennifer <Jennifer.Hong@ed.gov>	Optional
	Ceja, Beatriz <Beatriz.Ceja@ed.gov>	Optional
	Davis, James <James.Davis@ed.gov>	Optional

Bland, Eileen <Eileen.Bland@ed.gov>	Optional
Hamilton, Josephine <Josephine.Hamilton@ed.gov>	Optional
Blanding, Katie <Katie.Blanding@ed.gov>	Optional
Watts, Gaby <Gaby.Watts@ed.gov>	Optional
Wright, Lavelle <Lavelle.Wright@ed.gov>	Optional

**Time** 5:15 PM – 5:45 PM  
**Subject** Thursday/Friday walk through  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 Call in information below:

Dial-in: (b)(6)  
 Participant: (b)(6)  
 Leader: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	(b)(5) @usdoj.gov	Required

#### Thursday, March 23, 2017

**Time** 12:45 PM – 1:30 PM  
**Subject** Florida Call  
**Location** COS Office  
**Show Time As** Busy  
 Dial-in: (b)(6)  
 Participant: (b)(6)  
 Leader: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	(b)(5) @usdoj.gov	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required

**Time** 2:00 PM – 3:00 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
 Advance and planning meeting to discuss logistics for upcoming 10 days.

Let me know if you need to be dialed-in.

Dial (b)(6)  
 Leader Code: (b)(6)  
 Participant Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	(b)(5) @usdoj.gov	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum (Gillum.Ferguson@ed.gov) <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	Rigas, Laura (Laura.Rigas@ed.gov)	Required

<Laura.Rigas@ed.gov>

Holden, Ronald (Ronald.Holden@ed.gov) Required  
<Ronald.Holden@ed.gov>

Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) Required  
<Eric.Ventimiglia@ed.gov>

Eitel, Robert <Robert.Eitel@ed.gov> Required

Lee, Ebony <Ebony.Lee@ed.gov> Required

Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov> Resource

Smith, Kathleen <Kathleen.Smith@ed.gov> Required

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**Friday, March 24, 2017**

**Time** 12:45 PM – 1:45 PM

**Subject** Call with Air & Space Museum Director General Dailey

**Location** Dial: (b)(6)

**Show Time As** Busy

Dial: (b)(6) rian Frank will connect.

You will call General Dailey as an introduction ahead of the Women's History Month event at the Air & Space Museum on Tuesday, March 28th.

Gen. J.R. "Jack" Dailey, a retired U.S. Marine Corps four star general and pilot, assumed the duties of director of the Smithsonian's National Air and Space Museum in January 2000.

Since assuming his position, Dailey has led efforts to expand the size and scope of the museum and increase public outreach. In 2003, in conjunction with the Centennial of Flight, the museum opened a second building, the Steven F. Udvar-Hazy Center in Chantilly, Va. More than 300 aircraft and space artifacts are housed in its two hangars: the Boeing Aviation Hangar and James S. McDonnell Space Hangar. In 2011, construction was completed on the center's second and final component, a section devoted to preservation and restoration of the museum's collection.

Eight major exhibitions have opened in the museum's original building with Dailey at the helm. In support of the Smithsonian's strategic planning efforts, the museum has expanded its public-program, Web and distance-learning activities.

Dailey came to the museum from the National Aeronautics and Space Administration, where he had been the associate deputy administrator (1992–1999) since retiring from the U.S. Marine Corps. At NASA, he led the agency's internal operations.

His career in the Marine Corps spanned 36 years and included extensive command and staff experience. He has flown more than

7,000 hours in a wide variety of aircraft and helicopters. During two tours in Vietnam, he flew 450 missions. He was promoted to the rank of general and named Assistant Commandant of the Marine Corps in 1990. He has numerous personal decorations for his service in the Marine Corps and NASA.

While at NASA, Dailey served on the President's Management Council, co-chaired the Aeronautics and Astronautics Coordinating Board and was a national delegate to the Research and Technology Organization supporting NATO.

He served as national commander of the Marine Corps Aviation Association, the Board of the Medal of Honor Foundation and is a member of the Early and Pioneer Naval Aviators Association ("Golden Eagles").

While at the Smithsonian, he has received the 2011 Lifetime Achievement Award from the University of California at Los Angeles, the Statesman of Aviation Award from the National Aeronautic Association and the Lifetime Achievement Award from the Wings Club.

The National Air and Space Museum's original building, which opened in 1976, is home to many of the "firsts" in aviation and space history, including the Wright brothers' Flyer, Charles Lindbergh's Spirit of St. Louis and the Apollo 11 command module Columbia. Icons at the Udvar-Hazy Center include a Concorde, the Boeing B-29 Superfortress "Enola Gay" and the space shuttle Discovery. With a combined attendance of approximately 8 million visitors a year to both its buildings, the museum is one of the most popular in the world.

Dailey was born in Quantico, Va., and earned his bachelor's degree from the University of California, Los Angeles in 1956. He and his wife, the former Mimi Rodian of Copenhagen, Denmark, live in Fairfax, Va. They have two children and four grandchildren.

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required

**Time** 4:00 PM – 5:00 PM

**Subject** Miami Working Group Conference Call

**Show Time As** Busy

Dial-in: (b)(6)

Participant: (b)(6)


Leader: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required

Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required

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**Sunday, March 26, 2017**

 **Time** 10:49 AM – 12:59 PM  
**Subject** MCO to DCA  
**Location** MCO to DCA  
**Show Time As** Busy  

(b)(6), (b)(7)(F)


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**Monday, March 27, 2017**

 **Time** 1:30 PM – 2:00 PM  
**Subject** Advance meeting  
**Location** 7th floor Bullpen  
**Show Time As** Busy  
 Sorry, need to have this before our 2pm meeting with Josh. Thanks!

Attendees	Name <E-mail>	Attendance
	Rigas, Laura <Laura.Rigas@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Rizzo, Juliette <Juliette.Rizzo@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

---

 **Time** 1:30 PM – 2:15 PM  
**Subject** Invitation: Meeting with Secretary DeVos and Chiefs for Change @ Mon Mar 27, 2017 1:30pm - 2:15pm (EDT) (sarah.delahunty@ed.gov)  
**Location** U.S. Department of Education Headquarters - Lyndon Baines Johnson Building, 400 Maryland Ave SW, Washington, DC 20202, United States  
**Attachments** invite.ics

Show Time As Busy

HYPERLINK "https://www.google.com/calendar/event?action=VIEW&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWwh1bnR5QGvklmdvdg&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjJiNzEyZWQ0NDIkNW E2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New\_York&hl=en" more details »

Meeting with Secretary DeVos and Chiefs for Change

\*Entrances are on C Street and Maryland Avenue. You will check in at the visitor's desk after clearing security to be escorted upstairs.

From: Lindsay Fryer [mailto:HYPERLINK "mailto:LFryer@pennhillgroup.com"] LFryer@pennhillgroup.com]  
Sent: Wednesday, March 15, 2017 11:39 AM  
To: Goad, Robert  
Subject: Fwd: Chiefs for Change

Sent from my iPhone

Begin forwarded message:

From: Vic Klatt  
Date: March 14, 2017 at 3:43:59 PM EDT  
To: "HYPERLINK "mailto:Joshua.venable@ed.gov" Joshua.venable@ed.gov"  
Cc: Lindsay Fryer , D'Arcy Philps  
Subject: Chiefs for Change

Hi Josh -- hope you are doing well. I wanted to follow up on the request below for a meeting with Secretary DeVos with representatives from Chiefs for Change. As we discussed during our lunch a few weeks ago (thanks again for getting together with us), this group is made up of the State and local education Chiefs (like Hanna Skandara from NM and John White from LA, for example) who are best positioned to be supportive of a good chunk of the Administration's education policy proposals. They would love to have the chance to discuss how best to work together at the local, state and Federal levels to advance issues on your shared agendas.

Thanks very much for considering this request, and please let us know if there anything we can do to be helpful in any way. Take care, Vic

From: Mike Magee [mailto:HYPERLINK "mailto:mmagee@chiefsforchange.org"] mmagee@chiefsforchange.org]  
Sent: Wednesday, March 8, 2017 11:12 AM  
To: HYPERLINK "mailto:leeD.simmons@ed.gov" leeD.simmons@ed.gov  
Cc: HYPERLINK "mailto:Joshua.Venable@ed.gov" Joshua.Venable@ed.gov; Lindsay Fryer ; Julia Rafal-Baer ; Margery Yeager  
Subject: Chiefs for Change Request for Meeting with Secretary

Mr. Simmons,

I am writing to request a meeting with Secretary DeVos on behalf of Chiefs for Change. As you may be aware, Chiefs for Change is a coalition of state and district education Chiefs dedicated to excellence and equity for America's students. Our members lead education systems serving 4.3 million students, 288,000 teachers, and 8,200 schools.

We look forward to the chance to work with Secretary DeVos on many key issues including expanding instructional choice, supporting great teachers and leaders, and ensuring all students have strong educational foundations for college and career.

We would like to meet with the Secretary at her earliest convenience and would welcome the opportunity to include 1-2 of our bold member Chiefs in this conversation to share their perspectives and compelling work in support of students.

Best,

Mike Magee

When Mon Mar 27, 2017 1:30pm – 2:15pm Eastern Time  
Where U.S. Department of Education Headquarters - Lyndon Baines Johnson Building, 400 Maryland Ave SW, Washington, DC 20202, United States (HYPERLINK

"https://maps.google.com/maps?q=U.S.+Department+of+Education+Headquarters+-+Lyndon+Baines+Johnson+Building,+400+Maryland+Ave+SW,+Washington,+DC+20202,+United+States&hl=en" map)  
Calendar sarah.delahunty@ed.gov  
Who • Julia Rafal-Baer - organizer  
• Mike Magee - creator  
• sarah.delahunty@ed.gov

Going? HYPERLINK

"https://www.google.com/calendar/event?action=RESPOND&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWwh1bnR5QGZkLmdvdg&rst=1&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjJiNzEyZWQ0NDIKNWE2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New\_York&hl=en" Yes - HYPERLINK  
"https://www.google.com/calendar/event?action=RESPOND&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWwh1bnR5QGZkLmdvdg&rst=3&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjJiNzEyZWQ0NDIKNWE2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New\_York&hl=en" Maybe - HYPERLINK  
"https://www.google.com/calendar/event?action=RESPOND&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWwh1bnR5QGZkLmdvdg&rst=2&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjJiNzEyZWQ0NDIKNWE2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New\_York&hl=en" No - HYPERLINK

OND&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWWh1bnR5QGVLmdvdg&rst=2&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjIiNzEyZWQ0NDIkNWE2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New\_York&hl=en" No HYPERLINK  
[https://www.google.com/calendar/event?action=VIEW&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWWh1bnR5QGVLmdvdg&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjIiNzEyZWQ0NDIkNWE2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New\\_York&hl=en](https://www.google.com/calendar/event?action=VIEW&eid=MG10cTVqYmlyMzZzZ3NndGZrNXNzOG5oOHMgc2FyYWguZGVsYWWh1bnR5QGVLmdvdg&tok=MzEjanJhZmFsLWJhZXJAY2hpZWZzZm9yY2hhbmdlLm9yZ2Y2Njk5ODk0NjIiNzEyZWQ0NDIkNWE2ZDA1ZTM4NGNkOWlyZGE5M2M&ctz=America/New_York&hl=en)"  
 more options »  
 Invitation from HYPERLINK "<https://www.google.com/calendar/>"  
 Google Calendar  
 You are receiving this courtesy email at the account sarah.delahunty@ed.gov because you are an attendee of this event. To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.  
 Forwarding this invitation could allow any recipient to modify your RSVP response. HYPERLINK "[https://support.google.com/calendar/answer/37135# forwarding](https://support.google.com/calendar/answer/37135#forwarding)"  
 Learn More.

Attendees	Name <E-mail>	Attendance
	Julia Rafal-Baer <jrafal-baer@chiefsforchange.org>	Organizer
	Mike Magee <mmagee@chiefsforchange.org>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** 2:00 PM – 2:30 PM  
**Subject** Tuesday Event run-through  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 This meeting should include everyone who is touching part of an event tomorrow. Please add them if they are not already included. Each event should have briefing papers completed by 2:00 p.m.

Education & Workforce Air & Space Museum LBJ STEAM event		
Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required

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**Time** 4:00 PM – 4:45 PM  
**Subject** Commencements Discussion  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

**Attendees**

Name <E-mail>	Attendance
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required

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**Tuesday, March 28, 2017**

**Time** 6:45 PM – 7:30 PM  
**Subject** Commencement Meeting 2  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

**Attendees**

Name <E-mail>	Attendance
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Rigas, Laura <Laura.Rigas@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required

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**Wednesday, March 29, 2017**

**Time** 1:00 PM – 2:00 PM  
**Subject** Work Force Training Meeting  
**Location** Roosevelt Room  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Welden, Anne-Allen EOP/WHO (b)(6)@who.eop.gov	Organizer
	Beaumont, Dina <DBeaumont@doc.gov>	Required
	Gindt, Henry S. EOP/WHO (b)(6)@who.eop.gov	Required
	Moorhead, Quellie U. EOP/WHO (b)(6)@who.eop.gov	Required
	Liddell, Christopher P. EOP/WHO (b)(6)@who.eop.gov	Required
	Cordish, Reed S. EOP/WHO (b)(6)@who.eop.gov	Required
	Berkowitz, Avrahm J. EOP/WHO (b)(6)@who.eop.gov	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Murphy, Christine M. EOP/WHO (b)(6)@who.eop.gov	Required
	Gehring, Wendy (OST) <wendy.gehring@dot.gov>	Required
	Baitel, Rachael EOP/WHO (b)(6)@who.eop.gov	Required

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**Thursday, March 30, 2017**

**Time** 6:30 PM – 7:30 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 Moved to 6:30 pm to accommodate advance.

Please note: we will be walking through Ft. Bragg & Miami during this meeting.

Advance and planning meeting to discuss logistics for upcoming 10 days.

Let me know if you need to be dialed-in.

Eric

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	daniel.vizzi@usdoj.gov <daniel.vizzi@usdoj.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	(b)(5)@usdoj.gov	Required
	(b)(5)@usdoj.gov	

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**Friday, March 31, 2017**

**Time** 10:00 AM – 10:30 AM

**Subject** ccmMercury Install - Sarah Delahunty -- 3/31/17 @ 10am \*\*  
REMINDER \*\*


**Location** remote desktop

**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Phipps, Nancy <Nancy.Phipps@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Le, Thomas (Contractor) <Thomas.Le@ed.gov> Required


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 **Time** 4:30 PM – 5:00 PM  
**Subject** Miami Walkthrough  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Friendewey, Matthew <Matthew.Friendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required


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**Tuesday, April 04, 2017**

 **Time** 8:30 AM – 9:30 AM  
**Subject** Miami meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Friendewey, Matthew <Matthew.Friendewey@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required

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 **Time** 9:30 AM – 10:00 AM  
**Subject** Meet with Sarah (Scheduling)  
**Location** COS Office

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Time** 10:30 AM – 11:00 AM  
**Subject** Commencement Discussion (Staff)  
**Location** Sarah's office?  
**Attachments** (b)(5)  
**Show Time As** Busy  
(b)(5)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required

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**Time** 1:00 PM – 2:00 PM  
**Subject** FW: Freedom of Information Act Training  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Tentative  
There is a Freedom of Information Act Training today at 1. See below.

-----Original Appointment-----

From: Toner, Jana On Behalf Of Siegelbaum, Jill  
Sent: Friday, March 24, 2017 12:56 PM  
To: Siegelbaum, Jill; Eitel, Robert; Friendewey, Matthew; Goad, Robert; Holden, Ronald; Ham, Holly; Hudson, Alexandra; Jones, Amy; Kossack, Andrew; Lee, Ebony; Oberlies, Michael; Manning, James; Reynolds, Cody; Riemer, Jeffrey (Justin); Rigas, Laura; Ruddock, Neil; Shaheen, Patrick; HYPERLINK "mailto:Dougie.Simmons@ED.gov" Dougie.Simmons@ED.gov; Smith, Kathleen; Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Ward, Jerry; Young, Patrick; Rosenfelt, Phil; Sasser, Tracey; Kim, Eun (OGC); Mayo-Tall, Karen; Wilson, Lauren; Styles, Kathleen; Smith, Gregory; Wehausen, Robert  
Cc: Cox-Roush, Deborah; Caliguiran, Arthur; Arrington, Angela  
Subject: Freedom of Information Act Training  
When: Tuesday, April 04, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).  
Where: Secretary's Conference Room (OS Managed)

Good afternoon, all –

As you may have heard, the Freedom of Information Act (FOIA) can be a hot button topic in the federal government. Not to worry: the Office

of the General Counsel and FOIA Service Center are providing training to answer all your FOIA questions, including:

What are our obligations under FOIA?  
Who can file a FOIA request?  
What records fall within the reach of FOIA?  
Does FOIA allow us to protect any of our records from disclosure?  
What are the most common types of FOIA issues raised at the Department?  
What do we do if we receive a FOIA request?

Please join us for this informational training, and learn how we at ED put the “fun” in FOIA!

Jill Siegelbaum  
OGC

Attendees	Name <E-mail>	Attendance
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Justin.Riemer@ED.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required

Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Dougie.Simmons@ED.gov <Dougie.Simmons@ED.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
Mayo-Tall, Karen <Karen.Mayo-Tall@ed.gov>	Required
Wilson, Lauren <Lauren.Wilson@ed.gov>	Required
Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
Smith, Gregory <Gregory.Smith@ed.gov>	Required
Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Optional
Arrington, Angela <Angela.Arrington@ed.gov>	Optional
Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional
Botel, Jason <Jason.Botel@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional

Delahunty, Sarah <Sarah.Delahunty@ed.gov> Optional  
Eck, Kevin <Kevin.Eck@ed.gov> Optional

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**Time** 2:00 PM – 2:30 PM  
**Subject** California State University Fullerton (CSUF) President Mildred Garcia  
**Location** Under Secretary's Office 7E307  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Jones, Sharon <Sharon.Jones@ed.gov>	Organizer
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Byrd-Johnson, Linda <Linda.Byrd-Johnson@ed.gov>	Required
	RHAMM@HAMMCONSULTING.COM <RHAMM@HAMMCONSULTING.COM>	Required
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Optional
	Arnold, Nathan <Nathan.Arnold@ed.gov>	Optional
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Optional
	Alfuth, Jon <Jon.Alfuth@ed.gov>	Optional

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**Thursday, April 06, 2017**

**Time** 5:00 PM – 6:00 PM  
**Subject** 10 Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Recurrence** Occurs every Thursday effective 4/6/2017 until 4/13/2017 from 5:00 PM to 6:00 PM  
**Show Time As** Busy  
All: Please be advised – the time for this meeting may change.


Dial-in: (b)(6)  
Participant (b)(6)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(5) @usdoj.gov	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required

Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
(b)(5)@usdoj.gov	Required
(b)(5)@usdoj.gov	
Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Required

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**Monday, April 10, 2017**

 **Time** 5:00 PM – 5:30 PM

**Subject** Van Wert, OH Visit Planning Meeting

**Location** Secretary's Conference Room


**Show Time As** Busy

Preliminary planning call to discuss trip logistics prior to call with AFT.  
Let me know if anyone should be added.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Holden, Ronald (Ronald.Holden@ed.gov) <Ronald.Holden@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Optional

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**Tuesday, April 11, 2017**

 **Time** 3:30 PM – 4:00 PM  
**Subject** Planning Call with AFT  
**Location** Conference Line: (b)(6) Leader: (b)(6) Participant: (b)(6)  
(b)(6)  
**Show Time As** Busy  
Dial (b)(6)  
Leader Code: (b)(6)  
Participant Code: (b)(6)  
**Attendees**

Name <E-mail>	Attendance
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Holden, Ronald (Ronald.Holden@ed.gov) <Ronald.Holden@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Optional

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**Wednesday, April 12, 2017**

 **Time** 5:30 PM – 5:45 PM  
**Subject** 15 minutes to discuss trip to Ashland Elementary  
**Location** Bullpen  
**Show Time As** Busy  
Dougie and I have time held the morning of April 25th for a school visits to Ashland. Let's pow wow quickly to discuss who will take lead on the visit. Let me know if this time does not work  
**Attendees**

Name <E-mail>	Attendance
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

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**Thursday, April 13, 2017**

**Time** 8:50 AM – 10:00 AM  
**Subject** Robert E. Lee High School student meeting  
**Location** WDCFB6-7C101  
**Show Time As** Busy  
Agenda  
· 3 min- Welcome remarks (Samuel Ryan)  
· 10min- (tentative) Meet & greet + Photograph with Secretary DeVos.  
· 15min- Panel Discussion  
o -College affordability and applying for financial aid (Wendy Bhagat)  
o -Access to college applications and preparation resources (Lena Shi)  
o -Curriculum: more opportunity within school to learn about the things I care about and help prepare me for my future (Jean-Paul Cadet)  
· 30min- Q&A with student leaders  
· 2min- Wind down/wrap up.

Note: If the Secretary stops by we will wind down the Q&A session early so they can take a photo and mingle with the Secretary.

Materials  
· TBD from school and panelists.  
Background

OFFICE OF THE SECRETARY – U.S. DEPARTMENT OF EDUCATION  
MEETING REQUEST FORM

Today's Date March 10, 2017 Requested by Phillip Ensler

Purpose of Meeting (in the space below, please briefly explain the purpose of the meeting with the Secretary)

Meet and greet and photo opportunity with 6 student leaders from Robert E. Lee High School, a Title I school in Montgomery, AL.

Proposed Agenda (in the space below, please outline the items to be discussed)

- Secretary DeVos will encourage students to continue pursuing their education as a way to emerge from poverty and achieve success despite their disadvantaged background.
- Secretary DeVos will give students advice on how to achieve their college and career goals.
- Secretary DeVos will ask students about how to improve schools and education.

Requested Date and Time (provide as much flexibility as possible)

3:30PM or later on 4/11; morning of 4/12; 2PM or later on 4/13; 9AM or 2PM on 4/14 Type of Meeting ☐ Phone Call

☒ In Person

Requested Location

(Secretary's office preferred) Secretary's Conference Room

Surrogate (willingness to meet with a member of the Secretary's staff in the event the Secretary is unavailable)

☒ Yes (indicate who by function or name):

☐ No

External Participants (include name, title, and organization of all external participants; explicitly note any federally registered lobbyists)

- Phillip Ensler, former Teach for America corps member and social

studies teacher, founder of Marching On: Montgomery to DC program  
· Chaperones: Leroy Barrow (Lee High School Teacher), Anna Bern,  
Marcy Abelow  
· Students:

Requested Department of Education Participants

· Secretary DeVos

Please provide justification as to why Secretary DeVos should attend this event:

My students live in communities where stories of success and role models are more of an exception than the norm. While these students have demonstrated academic and personal excellence, meeting with the Secretary will be an opportunity for them to be further inspired to pursue education as a gateway to success. I created the program Marching On: Montgomery to DC as an opportunity for students to travel to DC to hear from leaders and professionals about how to achieve their college and career goals.

<https://www.cmef.org/program/marching-on/>

Point of Contact (person with whom the Office of the Secretary should follow up regarding this request)

· Name: Phillip Ensler

· Title/Organization: Former social Studies teacher and Teach for America corps member, Robert E. Lee High School

· Phone: 917-346-8254

· Email: HYPERLINK "mailto:phillip.ensler@gmail.com"

phillip.ensler@gmail.com

INTERNAL USE ONLY:

ED Contact Person:

Briefing Prep:

Recommended ED staff/surrogate:

Attendees	Name <E-mail>	Attendance
	Ryan, Sam <Sam.Ryan@ed.gov>	Organizer
	Bhagat, Wendy <Wendy.Bhagat@ed.gov>	Required
	Shi, Lena <Lena.Shi@ed.gov>	Required
	Cadet, Jean-Paul <Jean-Paul.Cadet@ed.gov>	Required
	Johnson, Brittney <Brittney.Johnson@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Time  
Subject  
Location  
Show Time As  
Attendees

(b)(6)

Attendance  
Organizer

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov> Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov> Required

**Time** 3:00 PM – 4:00 PM  
**Subject** Executive Secretariat Briefing  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Hi all,

Throughout the last several weeks, many of you have assisted in clearing documents through the ExecSec process. Thank you for your help in reviewing and editing these documents.

This meeting will provide a briefing on ExecSec and all of their processes.

Thanks,  
Eric

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Eck, Kevin <Kevin.Eck@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
Winters, Deborah <Deborah.Winters@ed.gov>	Required
Naber, Dianne <Dianne.Naber@ed.gov>	Required

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**Time** 5:30 PM – 6:30 PM  
**Subject** 10 Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 All: Please be advised – the time for this meeting may change.


Dial-in: (b)(6)  
 Participant: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(5)@usdoj.gov <(b)(5)@usdoj.gov>	Required

Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
(b)(5) @usdoj.gov	Required
(b)(5) @usdoj.gov	

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**Friday, April 14, 2017**

 **Time** 11:00 AM – 11:30 AM  
**Subject** Mail out photos from Open House  
**Show Time As** Busy

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 **Time** 2:30 PM – 3:00 PM  
**Subject** Planning Meeting on Milken Institute Conference  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
 EVENT: HYPERLINK  
 "http://www.milkeninstitute.org/events/conferences/global-conference/2017/" 2017 Milken Institute Global Conference (20th Annual)

DATE: Sunday, April 30 – Wednesday, May 3 (3:00pm PST – 3:00pm PST)

LOCATION: The Beverly Hilton  
 9876 Wilshire Boulevard  
 Beverly Hills, CA 90210

INITIAL ASK: 3/5/17 - "Specifically, we would be thrilled to have the Secretary join Lowell Milken and other education leaders on a panel discussion (or another format) on Monday, May 1 of the conference. In addition to the panel, there are many private sessions taking place over the course of the conference that are invitation-only that we would be pleased for her to join." -Dianna Dunne, Director of Gov't Affairs, Milken Institute

FOLLOW UP: 3/29/17, Phone Call, 3:15pm EST, Dianna Dunne and Michael Oberlies

TIMELINE TO CONFIRM ATTENDANCE: Dianna Dunne (Milken) said they would ideally like to finalize the Secretary's participation in priority events by the end of this week, March 31. Additional events can be confirmed at a later date if need be.

PRIORITY EVENTS FOR BDV:

Dianna Dunne (Milken) has indicated the following events as a priority for the Secretary's participation at the Conference.

Monday, May 1, 2017

12:00PM - 2:00PM: Private Lunch with Education Leaders (Invitation Only, Private Session) (Location: The Beverly Hilton)

Description: Hosted by Lowell Milken, this interactive lunch discussion will focus on solutions to challenges in the K-12 and post-secondary education systems. Milken, founder of the National Institute for Excellence in Teaching and co-founder and chairman of the Milken Family Foundation, will join leaders in business and philanthropy for an invitation-only dialogue with some of America's foremost educators, business leaders, philanthropists and government officials.

In general, here is what we are thinking for the run of show for this private lunch (attended by approximately 70 participants). Lowell Milken will make brief opening remarks, then would introduce the Secretary for her to give remarks. At the conference, the public session format is always panel discussions (not formal remarks) so this lunch would be a good opportunity for her to give 'keynote' remarks before an influential group. After her remarks, Lowell would then moderate a conversation among all attendees. In general, attendees will include university presidents, education leaders, business and philanthropic leaders committed to improving education, elected officials and some K-12 educators.

NOTES: According to Dianna Dunne (Milken), this is a priority for the Secretary's participation. Lowell Milken would give opening remarks then would introduce the Secretary to give "keynote-esque" remarks from behind a podium to the group (the Conference does not contain any actual keynote addresses). Once the Secretary concludes, other speakers would address the group (Gov. Jeb Bush and former Secretary of Education Bill Bennett were given as examples).

2:00PM: Arrive the Speaker Ready Room

2:30PM - 3:30PM: A Conversation with U.S. Education Leaders (Location: The Beverly Hilton)

Draft Description: Despite highly visible and well-funded efforts to

improve public education in the United States, significant challenges remain. This panel of education experts will tackle tough topics, propose remedies and identify avenues for business and philanthropic leaders to make an impact.

Speakers:

- Moderator Lowell Milken (Confirmed), Co-Founder and Chairman, Milken Family Foundation
- William Bennett (Confirmed), Former U.S. Secretary of Education; Member, Trump Leadership Council
- Betsy DeVos (Invited), U.S. Secretary of Education
- John King (Invited), Former U.S. Secretary of Education; Former Commissioner, New York State Public Schools

NOTES: According to Dianna Dunne (Milken), event would be a panel of former secretaries of education and the Secretary, moderated by Lowell Milken. Sec. King has not officially confirmed but Dunne said he is expected to attend.

ADDITIONAL EVENTS:

Dianna Dunne (Milken) has offered the following events to the Secretary's participation, if she so chooses, but places their importance lower than priority events.

Sunday, April 30, 2017

8:30AM - 11:30AM: Family Program (Location: The Beverly Hilton)

Description: An annual private gathering with a group of prominent families to discuss some of the most important issues facing them today - from how to seize financial opportunities while navigating turbulent markets to understanding some of the unique complexities involved with the acquisition and transfer of wealth. This interactive discussion offers a select group of individuals, families, and philanthropists information to thought leaders across a variety of topics during an off-the-record roundtable discussion.

NOTES: This is a casual event and the Secretary would attend more in a personal capacity rather than in a professional capacity.

12:00PM - 4:00PM: Leaders in Finance: A Conversation to Strengthen America's Economy and Competitiveness with Government and Business Leaders (Location: Private Residence OR The Beverly Hilton, TBA)

Description: This annual gathering of leaders at the Global Conference will examine policy priorities and investments that will enhance American competitiveness and drive economic growth. This off the record session allows participants (approximately 35 individuals) including Members of Congress, Administration officials, and CEOs of leading corporations and financial institutions to engage in an informative, candid dialogue.

NOTES: Event will be broken down into four, hour long round table-style discussions separated by 10 minute breaks – each hour on a different subject matter. Secretary would not need to stay for the full four hours, could come to any combination of subjects she desired. The room would be in conference-style with hollow square setup. Mike Milken is moderating and could introduce the Secretary to give casual remarks to the group (pre-discussion) if she desired.

4:30PM - 6:30PM: Private Welcome Reception (Location: Beverly Canon Gardens, 225 N. Canon Drive, Beverly Hills, CA 90210)

Description: According to Dianna Dunne (Milken), the space is a luxurious courtyard and attendance is expected at about 600, including many speakers of the conference. The space is roughly a five minute drive from The Beverly Hilton. No remarks or program, solely a social occasion.

6:30PM - 9:00PM: Private Welcome Dinner (Location: Private Residence TBA)

Description: According to Dianna Dunne (Milken), there will be six separate dinners happening at private homes (all in Beverly Hills). Mike Milken is heavily involved in curating each dinner and guest list. Dunne ensured that the dinner would be productive for the Secretary. Mike Milken will be dining at Stewart and Lynda Resnick's home. Another host mentioned was Tony Pritzker.

Saturday, April 29, 2017

Dianna Dunne (Milken) mentioned a private event happening on the Saturday before the conference that would be open to the Secretary. Mike and Lowell Milken are hosting a casual game night, referred to as "Global Gourmet Games," with trivia, food, and wine for a group of invited guests. There was no indication of who the other guests would be.

MEDIA: According to Dianna Dunne (Milken), CNBC, Fox Business, and Bloomberg will be broadcasting on site during the conference and that the Milken would be happy to arrange interviews for the Secretary or otherwise make sure she had access to those outlets.

#### ADDITIONAL INFORMATION:

According to Dianna Dunne (Milken), Sunday and Monday are the best-attended days of the Conference and the days containing the highest-caliber speakers.

DRAFT SCHEDULE OF EVENT: (As of 3/29, pulled from Milken  
HYPERLINK "<http://www.cvent.com/events/2017-milken-institute-global-conference/custom-37-6c6c3f78682540ae95b73d44a279f750.aspx>" website)

Sunday, April 30  
8:00 AM - 8:00 PM  
Registration opens

Monday, May 1  
6:00 AM  
Registration Opens

6:00 AM – 8:30 AM  
Continental Breakfast

6:30 AM – 7:45 AM  
Private Breakfasts

8:00AM – 9:15 AM  
Breakout Sessions

9:30 AM – 10:45 AM  
Breakout Sessions  
Roundtables

11:00 AM – 12:15 PM  
Breakout Sessions  
Roundtables

12:15 PM – 2:00 PM  
Lunch Panel

(Doors Open at 12:00 PM)  
2:30 PM - 3:40 PM  
Breakout Sessions  
Roundtables

3:50 PM – 5:00 PM  
Breakout Sessions  
Roundtables

5:15 PM – 6:15 PM  
Plenary

6:30 PM – 7:30 PM  
Speaker & Sponsor Reception  
General Reception  
Private Receptions

7:30 PM - 8:45 PM  
Dinner Panel

9:00 PM - 10:30 PM

Late Night

Tuesday, May 2

6:00 AM

Registration Opens

6:00 AM – 8:30 AM

Continental Breakfast

6:30 AM - 7:45 AM

Private Breakfasts

Breakout Sessions

Roundtables

8:00 AM - 9:15 AM

Breakout Sessions

Roundtables

9:30 AM - 10:45 AM

Breakout Sessions

Roundtables

11:00 AM - 12:15 PM

Breakout Sessions

Roundtables

12:15 PM – 2:00 PM

Lunch Panel

(Doors Open at 12:00 PM)

2:30 PM - 3:45 PM

Breakout Sessions

Roundtables

4:00 PM - 5:15 PM

Breakout Sessions

Roundtables

5:30 PM - 6:45 PM

Speaker & Sponsor Reception

General Reception

Private Receptions

Wednesday, May 3

8:00 AM

Registration Opens

6:00 AM – 8:30 AM

Continental Breakfast

6:30 AM - 7:45 AM

Private Breakfasts

8:00 AM - 9:15 AM

Breakout Sessions

Roundtables

9:30 AM - 10:45 AM

Breakout Sessions

Roundtables

11:00 AM – 12:15 PM

Breakout Sessions

Roundtables

12:15 PM - 2:15 PM

Lunch Panel

(Doors Open at 12:00 PM)

2:30 PM - 3:45 PM

Breakout Sessions

Roundtables

4:00 PM – 5:15 PM

Breakout Sessions

Roundtable

5:30 PM - 6:30 PM

Closing Reception

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Frendewey, Matthew (Matthew.Frendewey@ed.gov) <Matthew.Frendewey@ed.gov>	Required
	Bailey, Nathan (Nathan.Bailey@ed.gov) <Nathan.Bailey@ed.gov>	Required
	Ferguson, Gillum (Gillum.Ferguson@ed.gov) <Gillum.Ferguson@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Holden, Ronald (Ronald.Holden@ed.gov) <Ronald.Holden@ed.gov>	Required
	Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Resource

**Monday, April 17, 2017**

**Time** 10:00 AM – 10:30 AM  
**Subject** Training: FOIA, Privacy, Records & Data Management  
**Location** WDCFB6-2W240-20 (Managed)  
**Attachments** Training for OCPO Functions February 2017.pptx  
**Show Time As** Busy  
We had a lot of people not available, so we're pushing this back two weeks.

Phone Number: (b)(6)  
Participant Code: (b)(6)  
Leader Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Optional

**Tuesday, April 18, 2017**

**Time**  
**Subject**  
**Location**  
**Show Time As**  
**Attendees**

(b)(6)

**Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary

**Location** WDCFB6-7C101  
**Show Time As** Tentative  
Hi All,

I'm moving this meeting back an hour since a few key folks will be out.

Dial-in Number:  
Participant Code:

(b)(6)

Attendees	Name <E-mail>	Attendance
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Required

Wednesday, April 19, 2017

**Time**  
**Subject**  
**Location**  
**Show Time As**  
**Attendees**

(b)(6)

**Time** 11:00 AM – 12:30 PM  
**Subject** Patapsco High School Student Leaders meeting with the Secretary and Presentations to ED staff  
**Location** WDCFB6-5E335 (Managed)  
**Attachments** patriots lead meeting overview.docx

Show Time As Tentative

Agenda

10:50-11:00 a.m. Students arrive and welcome remarks (Samuel Ryan)

11:00-11:30 a.m. Secretary DeVos hosts a meet-and-greet with student leaders

11:30-11:50 a.m. CRDC presentation to Janis Brown, Team Lead for Civil Rights Data Collection, Office of Civil Rights

How to use CRDC data collection to improve your school, district, city and state?

11:50a.m.-12:10 p.m. College Scorecard presentation to Lena Shi, College Scorecard Outreach Lead, Office of Program Evaluation and Policy Development

How can we improve College Scorecard site and add enhancements that help students?

12:10-12:30 p.m. Early FAFSA presentation to Misty Parkinson, Federal Student Aid

What effect does filling out your FAFSA earlier have on students college application process?

12:30p.m. Closing remarks and students depart

Materials

Background

OFFICE OF THE SECRETARY – U.S. DEPARTMENT OF EDUCATION  
MEETING REQUEST FORM

Today's Date 3-17-17 Requested by Sean McComb, Teaching Ambassador Fellow

Purpose of Meeting (in the space below, please briefly explain the purpose of the meeting with the Secretary)

Students will provide perspective and stakeholder insight on: College Scorecard, 'faster' FAFSA, and Using ED data to better understand your school and district.

Proposed Agenda (in the space below, please outline the items to be discussed)

-Welcome and Introductions

-College Scorecard Presentation and Q&A

-FAFSA Presentation & Q&A

-Civil Rights Data College Presentation & Q&A

-Open Discussion

-Close

Requested Date and Time (provide as much flexibility as possible) April 19, 2017 Type of Meeting ☐ Phone Call

☒ In Person

Requested Location

(Secretary's office preferred) Secretary's Conference Room or 7th floor conference room

Surrogate (willingness to meet with a member of the Secretary's staff in the event the Secretary is unavailable)

☒ Yes (indicate who by function or name): Jason Botel

☐ No

External Participants (include name, title, and organization of all external participants; explicitly note any federally registered lobbyists)  
Eight high school students from Patapsco High School and Center for the Arts, Baltimore County Public Schools

Requested Department of Education Participants

Sam Ryan, ED Youth Liaison

Federal Student Aid representative

Office of Civil Rights representative

Please provide justification as to why the Secretary should attend this event:

This is an excellent opportunity to learn on two fronts: first, concerning three important facets of the work of the Department as seen through the eyes of our most important clientele. Second, it is a chance to inquire into the experience of a diverse group of students.

Point of Contact (person with whom the Office of the Secretary should follow up regarding this request)

Name: Sean McComb

Title/Organization: Teaching Ambassador Fellow, Office of Communications

Phone: (b)(6)

Email: HYPERLINK "mailto:sean.mccomb@ed.gov"

sean.mccomb@ed.gov

INTERNAL USE ONLY:

ED Contact Person:

Briefing Prep:

Recommended ED staff/surrogate:

Attendees	Name <E-mail>	Attendance
	Ryan, Sam <Sam.Ryan@ed.gov>	Organizer
	Sean McComb <seanmccomb@gmail.com>	Required
	Johnson, Brittney <Brittney.Johnson@ed.gov>	Required
	Brown, Janis <Janis.Brown@ed.gov>	Required
	Shi, Lena <Lena.Shi@ed.gov>	Required
	Parkinson, Misty <Misty.Parkinson@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** 4:30 PM – 5:30 PM

**Subject** Discussion on Resumes w/Secretary DeVos

**Location** Call

**Show Time As** Tentative

Secretary DeVos will call

(b)(6)

Sarah Delahunty, Assistant  
202-453-5615 ph  
202-480-1542 cell

Attendees	Name <E-mail>	Attendance
	Williams, Michael <Michael.Williams@untDallas.edu>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Thursday, April 20, 2017

Time  
Subject  
Location  
Show Time As

Attendees

(b)(6)

Time 3:00 PM – 4:00 PM  
Subject 10-Day Look Ahead Meeting  
Location Secretary's Conference Room (OS Managed)  
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(5)@usdoj.gov <(b)(5)@usdoj.gov>	Required
	Freundewey, Matthew <Matthew.Freundewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required

Lee, Ebony <Ebony.Lee@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
(b)(5)@usdoj.gov	Required
(b)(5)@usdoj.gov	
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required

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**Monday, April 24, 2017**

<b>Time</b>	(b)(6)
<b>Subject</b>	
<b>Location</b>	
<b>Show Time As</b>	
<b>Attendees</b>	

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<b>Time</b>	1:00 PM – 2:00 PM	
<b>Subject</b>	Meeting with Secretary DeVos and Chiefs	
<b>Location</b>	USED - 400 Maryland Ave SW, WDC 20202	
<b>Show Time As</b>	Tentative	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Chris Minnich <Chris.Minnich@ccsso.org>	Organizer
	Carissa Moffat Miller, Ph.D. <Carissa.Miller@ccsso.org>	Required
	Michelle Singleton <Michelle.Singleton@ccsso.org>	Required
	Melissa McGrath <Melissa.McGrath@ccsso.org>	Required
	Olympia Meola <Olympia.Meola@ccsso.org>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Tuesday, April 25, 2017**

**Time** 2:00 PM – 3:00 PM  
**Subject** Meeting with Secretary DeVos and Chiefs  
**Location** USED - 400 Maryland Ave SW, WDC 20202  
**Show Time As** Tentative

Attendees	Name <E-mail>	Attendance
	Chris Minnich <Chris.Minnich@ccsso.org>	Organizer
	Carissa Moffat Miller, Ph.D. <Carissa.Miller@ccsso.org>	Required
	Michelle Singleton <Michelle.Singleton@ccsso.org>	Required
	Melissa McGrath <Melissa.McGrath@ccsso.org>	Required
	Olympia Meola <Olympia.Meola@ccsso.org>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Thursday, April 27, 2017**

**Time** 9:30 AM – 10:30 AM  
**Subject** 10-Day Look Ahead Meeting  
**Location** Secretary's Conference Room  
**Show Time As** Tentative  
Please let me know if there are any hard conflicts for this time change.

Thanks,  
Eric

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(5)@usdoj.gov <(b)(5)@usdoj.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required

Eitel, Robert <Robert.Eitel@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
(b)(5)@usdoj.gov	Required
(b)(5)@usdoj.gov	
Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required

**Time** 10:30 AM – 11:00 AM  
**Subject** Meeting with John Kline  
**Location** Jim Manning's Office  
**Show Time As** Busy  
 Sarah,  
 Thanks for scheduling the meeting on April 27.  
 There will be 3 of us attending. All are members of the board of directors of Education Corporation of America.  
 Mr. Avy Stein -- chairman  
 Mr. Stu Reed -- CEO  
 Mr. John Kline  
 Subjects to discuss: the ACICS accrediting issue, Gainful Employment, HEA reauthorization. Please let me know if you need more info.  
 John Kline

Sent from my iPhone

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Manning, James (James.Manning@ed.gov) <James.Manning@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

**Time**  
**Subject**  
**Location**

(b)(6)

Show Time As  
Attendees

(b)(6)

Monday, May 01, 2017

**Time** 1:00 PM – 1:30 PM  
**Subject** 12 PM CT / 1 PM ET Conference Call re: Secretary DeVos at ASU GSV Summit  
**Location** Dial In Conference 312-971-2742  
**Show Time As** Tentative  
Nathaniel, would 11 or 12 PM ET work on Wednesday of next week?

Thanks, K


---

Kerry Rodeghero  
GSV Advisors  
875 N Michigan Avenue, Suite 3520  
Chicago, IL 60610  
312.397.0071 O  
312.282.1429 M  
kerry@gsvadvisors.com

From: , Nathaniel <[HYPERLINK "mailto:Nathaniel.Breeding@ed.gov"](mailto:Nathaniel.Breeding@ed.gov)  
Nathaniel.Breeding@ed.gov>  
Date: Friday, April 21, 2017 at 5:17 PM  
To: "Delahunty, Sarah" <[HYPERLINK "mailto:Sarah.Delahunty@ed.gov"](mailto:Sarah.Delahunty@ed.gov)  
Sarah.Delahunty@ed.gov>, Kerry Rodeghero <[HYPERLINK "mailto:Kerry@gsvadvisors.com"](mailto:Kerry@gsvadvisors.com)  
Kerry@gsvadvisors.com>, Deborah Quazzo <[HYPERLINK "mailto:dquazzo@gsvacceleration.com"](mailto:dquazzo@gsvacceleration.com)  
dquazzo@gsvacceleration.com>, Michael Moe <[HYPERLINK "mailto:mmoe@gsvam.com"](mailto:mmoe@gsvam.com)  
mmoe@gsvam.com>  
Cc: Suzee Han <[HYPERLINK "mailto:shan@gsvam.com"](mailto:shan@gsvam.com)  
shan@gsvam.com>, Michael Cohn <[HYPERLINK "mailto:michael@gsvacceleration.com"](mailto:michael@gsvacceleration.com)  
michael@gsvacceleration.com>, Justine Hausner <[HYPERLINK "mailto:justine@gsvacceleration.com"](mailto:justine@gsvacceleration.com)  
justine@gsvacceleration.com>, "Holden, Ronald" <[HYPERLINK "mailto:Ronald.Holden@ed.gov"](mailto:Ronald.Holden@ed.gov)  
Ronald.Holden@ed.gov>, "Bailey, Nathan" <[HYPERLINK "mailto:Nathan.Bailey@ed.gov"](mailto:Nathan.Bailey@ed.gov)  
Nathan.Bailey@ed.gov>, "Frendewey, Matthew" <[HYPERLINK "mailto:Matthew.Frendewey@ed.gov"](mailto:Matthew.Frendewey@ed.gov)  
Matthew.Frendewey@ed.gov>, "Ferguson, Gillum" <[HYPERLINK "mailto:Gillum.Ferguson@ed.gov"](mailto:Gillum.Ferguson@ed.gov)  
Gillum.Ferguson@ed.gov>, "Simmons, Lee (Dougie)" <[HYPERLINK](#)

Show Time As Free

Monday, May 01, 2017

 **Time** 1:00 PM – 1:30 PM  
**Subject** 12 PM CT / 1 PM ET Conference Call re: Secretary DeVos at ASU GSV Summit  
**Location** Dial In Conference (b)(6)  
**Show Time As** Tentative  
Nathaniel, would 11 or 12 PM ET work on Wednesday of next week?

Thanks, K

---

Kerry Rodeghero  
GSV Advisors  
875 N Michigan Avenue, Suite 3520  
Chicago, IL 60610  
312.397.0071 O  
(b)(6)  
kerry@gsvadvisors.com

From: , Nathaniel <HYPERLINK "mailto:Nathaniel.Breeding@ed.gov" Nathaniel.Breeding@ed.gov>  
Date: Friday, April 21, 2017 at 5:17 PM  
To: "Delahunty, Sarah" <HYPERLINK "mailto:Sarah.Delahunty@ed.gov" Sarah.Delahunty@ed.gov>, Kerry Rodeghero <HYPERLINK "mailto:Kerry@gsvadvisors.com" Kerry@gsvadvisors.com>, Deborah Quazzo <HYPERLINK "mailto:dquazzo@gsvacceleration.com" dquazzo@gsvacceleration.com>, Michael Moe <HYPERLINK "mailto:mmoe@gsvam.com" mmoe@gsvam.com>  
Cc: Suzee Han <HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com>, Michael Cohn <HYPERLINK "mailto:michael@gsvacceleration.com" michael@gsvacceleration.com>, Justine Hausner <HYPERLINK "mailto:justine@gsvacceleration.com" justine@gsvacceleration.com>, "Holden, Ronald" <HYPERLINK "mailto:Ronald.Holden@ed.gov" Ronald.Holden@ed.gov>, "Bailey, Nathan" <HYPERLINK "mailto:Nathan.Bailey@ed.gov" Nathan.Bailey@ed.gov>, "Frendewey, Matthew" <HYPERLINK "mailto:Matthew.Frendewey@ed.gov" Matthew.Frendewey@ed.gov>, "Ferguson, Gillum" <HYPERLINK "mailto:Gillum.Ferguson@ed.gov" Gillum.Ferguson@ed.gov>, "Simmons, Lee (Doug)" <HYPERLINK "mailto:LeeD.Simmons@ed.gov" LeeD.Simmons@ed.gov>, "Newman, Jessica" <HYPERLINK "mailto:Jessica.Newman@ed.gov" Jessica.Newman@ed.gov>  
Subject: RE: Secretary DeVos at ASU GSV Summit

Hi Kerry,

Perhaps you, Nate Bailey, Ron and I can have a call next week to discuss this event. Please let us know a good time for you.

Best, Nathaniel Breeding

Nathaniel D. Breeding  
Special Assistant | Office of The Secretary  
U.S. Department of Education  
(O) 202-453-7153 | (M) 202-375-9274

From: Delahunty, Sarah  
Sent: Friday, April 21, 2017 5:16 PM  
To: Kerry Rodeghero; Deborah Quazzo; Michael Moe  
Cc: Suzee Han; Michael Cohn; Justine Hausner; Breeding, Nathaniel; Holden, Ronald; Bailey, Nathan; Friendewey, Matthew; Ferguson, Gillum; Simmons, Lee (Dougie); Newman, Jessica  
Subject: RE: Secretary DeVos at ASU GSV Summit

Thank you, Kerry.

I've included Nate and Ron from our advance team and Matt and Nate Bailey from our comms team who will reach out to discuss logistics. Appreciate your help.

Best —  
Sarah

--

Sarah Delahunty  
Office of the Secretary  
United States Department of Education  
O: 202-453-5615  
C: 202-480-1542

From: Kerry Rodeghero [mailto:Kerry@gsvadvisors.com]  
Sent: Friday, April 21, 2017 4:32 PM  
To: Deborah Quazzo; Delahunty, Sarah; Michael Moe  
Cc: Suzee Han; Michael Cohn; Justine Hausner  
Subject: Re: Secretary DeVos at ASU GSV Summit

Sarah,

Confirming our conversation that Secretary DeVos will be at the Summit on Tuesday, May 9th at 2 PM (230 PM is also possible) for a 30 minute presentation in a Leaders Stage Room. Look forward to further details.

Looking forward to working together.

Regards,

Kerry

Kerry Rodeghero  
GSV Advisors  
875 N Michigan Avenue, Suite 3520  
Chicago, IL 60610  
312.397.0071 O

(b)(6)

HYPERLINK "mailto:kerry@gsvadvisors.com" kerry@gsvadvisors.com

From: Deborah Quazzo <HYPERLINK "mailto:dquazzo@gsvacceleration.com" dquazzo@gsvacceleration.com>  
Date: Friday, April 21, 2017 at 10:35 AM  
To: "Delahunty, Sarah" <HYPERLINK "mailto:Sarah.Delahunty@ed.gov" Sarah.Delahunty@ed.gov>, Michael Moe <HYPERLINK "mailto:mmoe@gsvam.com" mmoe@gsvam.com>, Kerry Rodeghero <HYPERLINK "mailto:Kerry@gsvadvisors.com" Kerry@gsvadvisors.com>  
Cc: Suzee Han <HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com>  
Subject: Re: Secretary DeVos at ASU GSV Summit

I'm on a plane for the next few hours so Michael Moe can be reached at (b)(6) and Kerry Rodeghero at 312-397-0071

Sent from my iPhone

On Apr 21, 2017, at 10:13 AM, Delahunty, Sarah <HYPERLINK "mailto:Sarah.Delahunty@ed.gov" Sarah.Delahunty@ed.gov> wrote:  
Hi Deborah –

What's the best number to reach you?

Sarah

--

Sarah Delahunty  
Office of the Secretary  
United States Department of Education  
O: 202-453-5615  
C: 202-480-1542

From: Deborah Quazzo [mailto:Dquazzo@gsvacceleration.com]  
Sent: Tuesday, April 18, 2017 11:27 AM  
To: Oberlies, Michael  
Cc: Michael Moe; Suzee Han; Kerry Rodeghero; Michael Cohn; Nick Franco; Delahunty, Sarah  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael - just circling back to see if we can do anything. All the best,  
Deborah

Sent from my iPhone

On Apr 12, 2017, at 11:14 AM, Oberlies, Michael <[HYPERLINK "mailto:Michael.Oberlies@ed.gov"](mailto:Michael.Oberlies@ed.gov)> Michael.Oberlies@ed.gov wrote: Understandable. My apologies for the tight window.

Another option could be immediately following the lunch keynotes (in the 2pm-3pm block) if that gives you some more wiggle room.

From: Deborah Quazzo [<mailto:Dquazzo@gsvacceleration.com>]  
Sent: Wednesday, April 12, 2017 12:06 PM  
To: Oberlies, Michael  
Cc: Michael Moe; Suzee Han; Kerry Rodeghero; Michael Cohn; Nick Franco; Delahunty, Sarah  
Subject: Re: Secretary DeVos at ASU GSV Summit

We are honestly very tight on lunch keynotes - I'm just not sure it's possible - we are scheduled down to the minute - let me confirm and come back. Total Apologies but this is a massive program with people flying in and out from all over the world.

Sent from my iPhone

On Apr 12, 2017, at 8:56 AM, Oberlies, Michael <[HYPERLINK "mailto:Michael.Oberlies@ed.gov"](mailto:Michael.Oberlies@ed.gov)> Michael.Oberlies@ed.gov wrote: Ideally she would speak around noon. Would it be possible for the Secretary to do an opening address at the start of the Tuesday Lunch Keynotes?

From: Deborah Quazzo [<mailto:Dquazzo@gsvacceleration.com>]  
Sent: Wednesday, April 12, 2017 11:39 AM  
To: Oberlies, Michael  
Cc: Michael Moe; Suzee Han; Kerry Rodeghero; Michael Cohn; Nick Franco; Delahunty, Sarah  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael - what time would that be? We may have to do a semi private session given the amount of programming ongoing in the early pm depending on the time. Best, Deborah

Sent from my iPhone

On Apr 12, 2017, at 6:15 AM, Oberlies, Michael <[HYPERLINK "mailto:Michael.Oberlies@ed.gov"](mailto:Michael.Oberlies@ed.gov)> Michael.Oberlies@ed.gov wrote: Mr. Moe and group,

Unfortunately, Tuesday, 5/9 in the early afternoon will be the Secretary's only availability during the Summit. I apologize for any inconvenience.

Additionally, who should the Secretary's advance person coordinate with regarding advance work?

Thank you,

Michael

From: Michael Moe [mailto:mmoe@gsvam.com]  
Sent: Thursday, April 06, 2017 1:32 PM  
To: Oberlies, Michael  
Cc: Deborah Quazzo; Suzee Han; Kerry Rodeghero; Michael Cohn;  
Nicholas Franco; Delahunty, Sarah  
Subject: Re: Secretary DeVos at ASU GSV Summit

Hi Michael--we are so excited and appreciative of Secretary DeVos speaking at the Summit. If the window you've provided is only time she can be there we will make that work and have it be a great experience for her and the attendees. If there was any flexibility on her schedule, ideally we would have her speak late afternoon on Monday to the entire conference and have her do a q & a at our invitation only dinner Monday night with the 200 or so of the leaders in the industry. Please let me know if this could work. I'm in Hong Kong but can be reached on my mobile at (b)(6) or we could set up a call. Thank you so much for your help and support.

MM

Sent from my iPhone

On Apr 6, 2017, at 10:56 PM, Oberlies, Michael <HYPERLINK "mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov> wrote: Deborah and group,

I've received the greenlight to confirm the Secretary's participation at the Summit on Tuesday, 5/9.

Currently, we have a window from roughly 11:00 AM MDT – 4:00 PM MDT that she will be on the ground in SLC. Will this work with your agenda?

If you'd like to discuss over on the phone I'm available most of today and tomorrow, (202) 453-7197.

Michael Oberlies  
Office of the Secretary  
United States Department of Education  
O: (202) 453-7197

From: Deborah Quazzo [mailto:Dquazzo@gsvacceleration.com]  
Sent: Wednesday, April 05, 2017 8:19 PM  
To: Oberlies, Michael  
Cc: Suzee Han; Kerry Rodeghero; Michael Cohn; Nick Franco; Michael Moe  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael - so sorry about our being slow - michael is still in Asia but we have a few thoughts. First we have a dinner Monday night of the 200 VIP CEOs and top executives in the sector. A fireside chat or talk at that event would be well received and a high impact audience. Then we can work on some kind of Tuesday morning programming as the keynote session opening. I'm happy to hop on the phone to discuss live. All the best, Deborah quazzo

Sent from my iPhone

On Apr 4, 2017, at 3:02 PM, Oberlies, Michael <[HYPERLINK "mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov](mailto:Michael.Oberlies@ed.gov)> wrote:  
Great, thank you for the heads up.

Michael

From: Suzee Han [<mailto:shan@gsvam.com>]  
Sent: Tuesday, April 04, 2017 4:01 PM  
To: Kerry Rodeghero; Oberlies, Michael  
Cc: Michael Cohn; Nicholas Franco; Deborah Quazzo; Michael Moe  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael,

Following up on Kerry's note, Michael Moe is on a plane to Asia right now and we will follow up with available time slots shortly as soon as possible.

Best,  
Suzee

From: Kerry Rodeghero <[HYPERLINK "mailto:Kerry@gsvadvisors.com" Kerry@gsvadvisors.com](mailto:Kerry@gsvadvisors.com)>  
Date: Monday, April 3, 2017 at 8:52 AM  
To: "Oberlies, Michael" <[HYPERLINK "mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov](mailto:Michael.Oberlies@ed.gov)>, Suzee Han <[HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com](mailto:shan@gsvam.com)>, Deborah Quazzo <[HYPERLINK "mailto:Dquazzo@gsvacceleration.com" Dquazzo@gsvacceleration.com](mailto:Dquazzo@gsvacceleration.com)>, Michael T Moe <[HYPERLINK "mailto:mmoe@gsvam.com" mmoe@gsvam.com](mailto:mmoe@gsvam.com)>  
Cc: Michael Cohn <[HYPERLINK "mailto:Michael@gsvacceleration.com" Michael@gsvacceleration.com](mailto:Michael@gsvacceleration.com)>  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael, see my responses in red below. I've cc'd Michael Moe who will be able to address your question about possible time slots for Secretary DeVos.

Thank you,

Kerry

---

Kerry Rodeghero

GSV Advisors  
875 N Michigan Avenue, Suite 3520  
Chicago, IL 60610  
312.397.0071 O

(b)(6)

HYPERLINK "mailto:kerry@gsvadvisors.com" kerry@gsvadvisors.com

From: , Michael <HYPERLINK "mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov>  
Date: Friday, March 31, 2017 at 10:24 AM  
To: Suzee Han <HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com>  
Cc: Kerry Rodeghero <HYPERLINK "mailto:Kerry@gsvadvisors.com" Kerry@gsvadvisors.com>  
Subject: RE: Secretary DeVos at ASU GSV Summit

Thanks Suzee.

Mr. Rodeghero,

I have three questions regarding the Summit:

Is there an agenda (or draft agenda) for the event you can send my way? Sending in another email cover. Additionally, do you have a list of available (or recommended) time slots during the Summit that our office can use for planning purposes? Michael Moe, cc'd here, will be able to respond.

Will the event be open or closed press? The event is open to the press and keynote sessions are live streamed.

When do you need to finalize the speakers list for the Summit? We want to make sure to confirm (or not confirm) the Secretary's participation in a timely manner.

Thank you,

Michael Oberlies  
Office of the Secretary  
United States Department of Education  
O: (202) 453-7197

From: Suzee Han [mailto:shan@gsvam.com]  
Sent: Thursday, March 30, 2017 6:10 PM  
To: Oberlies, Michael  
Cc: Kerry Rodeghero  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael,

No worries for the messages.

Kerry Rodeghero would be the best contact (copied). He can also follow up about your question regarding finalizing speakers.

Best,  
Suzee

From: "Oberlies, Michael" <[HYPERLINK "mailto:Michael.Oberlies@ed.gov"](mailto:Michael.Oberlies@ed.gov) Michael.Oberlies@ed.gov>  
Date: Thursday, March 30, 2017 at 1:42 PM  
To: Suzee Han <[HYPERLINK "mailto:shan@gsvam.com"](mailto:shan@gsvam.com) shan@gsvam.com>  
Subject: RE: Secretary DeVos at ASU GSV Summit

I apologize for the multiple messages. I just want to make sure I'm dealing with the correct person. Going forward, who should I contact with any questions and/or to inform of the Secretary's availability for the Summit?

Thanks,

Michael

From: Oberlies, Michael  
Sent: Thursday, March 30, 2017 4:28 PM  
To: 'Suzee Han'  
Subject: RE: Secretary DeVos at ASU GSV Summit

Suzee,

I just got off the phone with Mr. Moe. I appreciate your help facilitating that call.

I did forget to ask one critical question and was hoping you could help me find the answer. When do you need to finalize the speakers list for the Summit? We want to make sure to confirm (or not confirm) the Secretary's participation in a timely manner.

Thank you,

Michael

From: Suzee Han [<mailto:shan@gsvam.com>]  
Sent: Wednesday, March 29, 2017 2:53 PM  
To: Oberlies, Michael  
Subject: Re: Secretary DeVos at ASU GSV Summit

Great, thank you. Can you confirm your number that Michael can reach you at?

From: "Oberlies, Michael" <[HYPERLINK "mailto:Michael.Oberlies@ed.gov"](mailto:Michael.Oberlies@ed.gov) Michael.Oberlies@ed.gov>  
Date: Wednesday, March 29, 2017 at 5:08 AM  
To: Suzee Han <[HYPERLINK "mailto:shan@gsvam.com"](mailto:shan@gsvam.com) shan@gsvam.com>  
Subject: Re: Secretary DeVos at ASU GSV Summit

Thursday at 2:15MT/4:15ET works for me.

Thank you,

Michael

On Mar 28, 2017, at 10:53 PM, Suzee Han <[HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com](#)> wrote:  
Michael,

Could you speak to Michael Moe on Thursday around 2:15PM MT/4:15PM ET? Michael will be traveling following his keynote at a conference but looks like would be able to do a call then. Let me know if this can work for you and I can follow up after finalizing Michael's travel.

Best,  
Suzee

From: "Oberlies, Michael" <[HYPERLINK "mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov](#)>  
Date: Tuesday, March 28, 2017 at 12:33 PM  
To: Suzee Han <[HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com](#)>  
Subject: RE: Secretary DeVos at ASU GSV Summit

I'm available any time over the next few days. I'm happy to talk when it's convenient for Mr. Moe.

And again, my office number is (202) 453-7197. Thank you!

From: Suzee Han [[mailto:shan@gsvam.com](#)]  
Sent: Tuesday, March 28, 2017 3:05 PM  
To: Oberlies, Michael  
Subject: Re: Secretary DeVos at ASU GSV Summit

Michael,

I think it'd be best for you to connect with our CEO Michael Moe about the bullets below. Can you suggest a few times over the next few days that can work? Michael will be traveling but can do a call from the road.

Best,  
Suzee

From: "Oberlies, Michael" <[HYPERLINK "mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov](#)>  
Date: Tuesday, March 28, 2017 at 11:37 AM  
To: Suzee Han <[HYPERLINK "mailto:shan@gsvam.com" shan@gsvam.com](#)>  
Subject: RE: Secretary DeVos at ASU GSV Summit

Suzee,

I'm trying to find more details about the Summit that GSV has invited Secretary DeVos to attend in May.

I've been tasked with getting more information on specific details (which day/time works best, her format of speaking, etc.) about what exactly the Secretary's participation would look like at the Summit.

My phone number is (202) 453-7197 if you would like to talk it through over the phone. Email works too.

Thank you,

Michael Oberlies  
Office of the Secretary  
United States Department of Education  
O: (202) 453-7197

From: Deborah Quazzo [mailto:Dquazzo@gsvacceleration.com]  
Sent: Tuesday, March 28, 2017 2:04 PM  
To: Oberlies, Michael  
Cc: Suzee Han; Michael Moe; Soo, David  
Subject: Re: Secretary DeVos at ASU GSV Summit

Thank you david. We heard from Lauren Maddox over the weekend and I know Suzee reached out to follow up, best, Deborah

Deborah Quazzo  
Managing Partner  
GSV Acceleration, LLC  
875 N Michigan Avenue, Suite 3520  
Chicago, IL 60611

(b)(6)

312.397.0070 o  
HYPERLINK "mailto:dquazzo@gsvacceleration.com"  
dquazzo@gsvacceleration.com

ASU GSV Summit  
HYPERLINK "http://asugsvsummit.com" asugsvsummit.com

From: David Soo <HYPERLINK "mailto:David.Soo@ed.gov"  
David.Soo@ed.gov>  
Date: Tuesday, March 28, 2017 at 12:40 PM  
To: Deborah Quazzo <HYPERLINK  
"mailto:Dquazzo@gsvacceleration.com"  
Dquazzo@gsvacceleration.com>  
Cc: "Oberlies, Michael" <HYPERLINK  
"mailto:Michael.Oberlies@ed.gov" Michael.Oberlies@ed.gov>

Subject: Secretary DeVos at ASU GSV Summit

Hi Deborah,

I hope you're well.

I wanted to introduce you to Michael Oberlies in the Secretary's Office here at ED about your invitation to her (from a few months back) to attend the summit.

Thanks!  
David

==

David Soo, Ph.D.  
Office of Educational Technology  
U.S. Department of Education  
(o) 202-260-2831 | (c) 202-731-5766

Attendees	Name <E-mail>	Attendance
	Kerry Rodeghero <Kerry@gsvadvisors.com>	Organizer
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Deborah Quazzo <Dquazzo@gsvacceleration.com>	Required
	Michael Moe <mmoe@gsvam.com>	Required
	Suzee Han <shan@gsvam.com>	Required
	Michael Cohn <Michael@gsvacceleration.com>	Required
	Justine Hausner <justine@gsvacceleration.com>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Michelle Fikany <Michelle@gsvacceleration.com>	Required
	Kerry Roach <roachk@agencyea.com>	Required

Taylor Joyce <tjoyce@agencyea.com>	Required
Liza Nikitas <lnikitas@agencyea.com>	Required
Alison Griffin <Alison.Griffin@stradaeducation.org>	Required

**Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

<b>Attendees</b>	Alvin	
<b>Name &lt;E-mail&gt;</b>		<b>Attendance</b>
Manalo, Alvin <Alvin.Manalo@ed.gov>		Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>		Required
Holden, Ronald <Ronald.Holden@ed.gov>		Required
Honeysett, Adam <Adam.Honeysett@ed.gov>		Required
Stratman, Karen <Karen.Stratman@ed.gov>		Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>		Required
Bailey, Nathan <Nathan.Bailey@ed.gov>		Required
Newman, Jessica <Jessica.Newman@ed.gov>		Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>		Required
Ernst, Allen <Allen.Ernst@ed.gov>		Required
McHam, Gerren <Gerren.McHam@ed.gov>		Required
Broadwater, Sara <Sara.Broadwater@ed.gov>		Required
Coxen, Carrie <Carrie.Coxen@ed.gov>		Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>		Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>		Required
Stanley, Taylor <Taylor.Stanley@ed.gov>		Optional

---

**Time** 6:05 PM – 6:35 PM  
**Subject** Depart (b)(6)  
**Show Time As** Tentative

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	(b)(7)(F)	Required
		Required
		Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required

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**Tuesday, May 02, 2017**

**Time** 2:00 PM – 4:30 PM  
**Subject** (b)(6)  
**Location**  
**Show Time As**  
**Attendees**

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**Time** 4:00 PM – 4:45 PM  
**Subject** Betsy DeVos, US Secretary of Education / Greater Phoenix Economic Council delegation  
**Location** U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202  
**Show Time As** Busy  
Agenda (pending final approval from Sarah Delahunty):  
4:00 – 4:30 Secretary to meet with GPEC delegation (6 – 10 max)  
4:30 – 4:45 Secretary to meet privately with Glenn Hamer, President & CEO, AZ Chamber of Commerce  
  
About GPEC:

A true public-private partnership, GPEC is the regional economic development organization for Greater Phoenix. Working with its 23 member communities, Maricopa County and more than 170 private investors, GPEC attracts quality businesses to this dynamic region. By creating a high-performance economy through capital investments and jobs, Greater Phoenix companies enjoy a business climate where they can compete and thrive in today's global economy. Since 1989, GPEC has worked to achieve an economically sound and sustainable region. For more information, visit [HYPERLINK "http://www.gpec.org/"](http://www.gpec.org/) [www.gpec.org](http://www.gpec.org/).

#### Purpose for meeting with Secretary DeVos

GPEC's 2017 Executive Mission: GPEC will be leading a delegation of 50-60 mayors, CEOs and business and community leaders to Washington, D.C., to increase awareness of and advocate for critical economic development issues affecting Greater Phoenix and Arizona. The delegation will participate in high-level meetings with federal lawmakers, policy groups and business leaders. Delegates participating in the Talent Optimization & Educational Attainment track will include two Greater Phoenix mayors, Arizona State University, Arizona Chamber of Commerce, A for Arizona (Arizona Chamber Foundation) and several Greater Phoenix CEOs including CEO of GPEC, Chris Camacho.

The delivery of a robust, skilled workforce is a necessary asset to compete for businesses looking to expand or relocate. The Phoenix region's numerous higher educational institutions, including Arizona State University, identified for two years in a row by U.S. News and World Report as the nation's most Innovative University, are driving the output of talent. Partnerships with the business community are critical to ensure we are providing training for the jobs of tomorrow – to all residents of Greater Phoenix.

The visiting team would like to share information about the rapid achievement gains that we are experiencing in the Phoenix metro area and statewide. Arizona is now identified as one of the nation's fastest academic gainers on the Nation's Report Card. Our delegation is interested to learn more about Secretary DeVos's priorities and the Department of Education's direction under the new administration, including any proposed focus or reforms relating to federal STEM and higher education programs. Our hope is to share the strengths and challenges specific to Arizona's education system, and to understand how we might collaborate with Secretary DeVos on shared priorities.

Contacts: Allison Gilbreath

GPEC  
(b)(6)

[HYPERLINK "mailto:agilbreath@gpec.org"](mailto:agilbreath@gpec.org) agilbreath@gpec.org

Amanda Straight

GPEC  
(b)(6)

[HYPERLINK "mailto:astraight@gpec.org"](mailto:astraight@gpec.org) astraight@gpec.org

Sarah Delahunty  
Office of the Secretary  
United States Department of Education  
202-480-1542 (cell)  
HYPERLINK "mailto:Sarah.delahunty@ed.gov"  
Sarah.delahunty@ed.gov

Attendees	Name <E-mail>	Attendance
	Allison Gilbreath <agilbreath@gpec.org>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Chris Camacho <ccamacho@gpec.org>	Required
	Michelle Kauk <mkauk@gpec.org>	Required
	Amanda Straight <astraight@gpec.org>	Required
	luis.enriquez@goodwillaz.org <luis.enriquez@goodwillaz.org>	Required
	Todd Hardy <Todd.Hardy@asu.edu>	Required
	Glenn Hamer <ghamer@azchamber.com>	Required
	Lisa Keegan <lkeegan@azchamber.com>	Required

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**Time** 4:30 PM – 5:00 PM  
**Subject** Bethune-Cookman University Commencement  
**Location** Dial-in Information Details Inside  
**Show Time As** Tentative

Dear all, if you can, please join us for a call with Valerie Collman Executive Assistant to the President of Bethune-Cookman University to discuss the Secretary's participation in the Commencement Ceremonies next Wednesday. Let me know if there should be anyone else on this call.

Participant Dial-in Information:

Phone Number: (b)(6)  
Conference ID: 973958  
Security Pin: 358466

Wednesday, May 10, 2017

10:30AM – 11:00AM  
Estimated time of arrival for Secretary DeVos to the Ocean Center  
(101 North Atlantic Avenue, Daytona Beach, FL 32118) (b)(7)(F)

(b)(7)(F)  
(b)(7)(F) I, or other designee of President Jackson,

will greet Secretary DeVos and her party upon her arrival and escort her to the Clyde Mann Room on the second level on the south end of the facility.

The Clyde Mann room contains a conference room area, a social area outfitted with sofas and chairs, and a third room where the Academic Regalia will be housed for robing of the Keynote Speaker, Honorees, and other Dais guests. All rooms are adjacent and directly connected.

Light snacks and refreshments will be available. Please advise of any specific requirements.

In addition to the honorees and their guests, the President, Board of Trustees, Executive Cabinet and Deans will be present in this area, along with the Executive Assistant support staff to assist with robing and other needs.

I will be present to assist with robing and any other needs and requests. During this time, various photo ops will also be taken.

- 11:15 AM

Robing of the Dais guests will take place. Secretary DeVos will wear only the robe at this time; she will receive the doctoral hood and tam during the ceremony and before the Keynote Address.

- 11:30 AM

Support staff will escort guests of the honorees from the Clyde Mann Room to their special reserved seating area in the arena.

- 11:40 AM

Mrs. Daisy Grimes will begin to escort the Dais party from the Clyde Mann Room to the first level for the procession. Names will be called in the order of lineup.

Once the procession begins, I, along with Executive Support Staff, will transport the personal belongings from the Clyde Mann Room to Rooms 101A and 101B on the lower level. Items will be attended to at all times and will never be left unattended.

Scripts for the ceremony will be in place on the Dais, at each seat, along with bottled water.

- 12:00 Noon

The 2017 Spring Commencement Ceremony begins. The duration of the ceremony is approximately 2 ½ - 3 hours.

Upon the conclusion of the ceremony, the Dais will exit the arena and be led to rooms 101A and 101B to disrobe, collect personal belongings and proceed to the luncheon on campus.

- 3:00 PM (est.)

Immediately following the conclusion of the Commencement Ceremony, a luncheon in honor of the Honorary Degree Recipients will

take place in the President's Banquet Room located in the Mary McLeod Bethune Performing Arts Center on the Bethune-Cookman University campus. The luncheon concludes the day's events. Following the Commencement Ceremony, it would be our pleasure to have Secretary DeVos and her guests join us for the luncheon and partake in this time of fellowship, however, we are aware of the demands of her schedule and understand if she is unable to stay beyond the ceremony. Please let us know if the Secretary's schedule permits her to be with us. We will ship her items to her office on the next business day.

For the ease and convenience of you and your office, should you need to contact me or reach me for anything, my cell phone number is (b)(6) and it is connected 24/7. If there are any requests or preferences of Secretary DeVos we should be made aware of, I have attached a preference sheet. Do not hesitate to contact me for any reason. I look forward to the honor of meeting Secretary DeVos next week and assisting in any way I can.

Warmest Regards,  
Valerie Wilt

Executive Assistant to the President, Dr. Edison O. Jackson

Attendees	Name <E-mail>	Attendance
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Organizer
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required

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**Wednesday, May 03, 2017**

**Time** 1:30 PM – 4:00 PM  
**Subject** Office Time  
**Location** Office of the Secretary  
**Show Time As** Tentative  
 1:30 p.m. OFFICE TIME  
 (4:00 p.m.) Location: LBJ Education Headquarters  
 Room: Office of the Secretary  
 Address: 521 8TH Street, SW  
 Washington, DC 20003  
 Phone: 202-548-0369

Contact: Sarah Delahunty  
Cell: 202-480-1542  
Format: Office Time  
Press: CLOSED

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Thursday, May 04, 2017**

**Time** 1:00 PM – 1:45 PM  
**Subject** Scheduling Call with (b)(6)  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Time** 2:10 PM – 4:37 PM  
**Subject** Sarah Delahunty Flight: DCA --> MCO  
**Location** 2:10 p.m. - 4:37 p.m.  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

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**Time** 4:45 PM – 5:45 PM  
**Subject** 10-Day Look Ahead Meeting  
**Location** Deputy Secretary Office  
**Show Time As** Tentative  
Please note the location for tomorrow's meeting.

Eric

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov> Required

(b)(7)(F) Required

Frendewey, Matthew <Matthew.Frendewey@ed.gov> Required

Hill, Elizabeth <Elizabeth.Hill@ed.gov> Required

Ferguson, Gillum <Gillum.Ferguson@ed.gov> Required

Bailey, Nathan <Nathan.Bailey@ed.gov> Required

Holden, Ronald <Ronald.Holden@ed.gov> Required

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov> Required

Eitel, Robert <Robert.Eitel@ed.gov> Required

Lee, Ebony <Ebony.Lee@ed.gov> Required

Smith, Kathleen <Kathleen.Smith@ed.gov> Required

Goad, Robert <Robert.Goad@ed.gov> Required

(b)(7)(F) Required

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov> Required

Breeding, Nathaniel <Nathaniel.Breeding@ed.gov> Required

Newman, Jessica <Jessica.Newman@ed.gov> Required

Davis, Martha <Martha.Davis@ed.gov> Required

**Time** 5:00 PM – 5:30 PM

**Subject** Political Scheduling Meeting

**Location** Secretary's Conference Room

**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM

**Show Time As** Tentative

Dial -in Number:

(b)(6)

Participant Code (b)(6)

**Attendees Name <E-mail>**


Newman, Jessica <Jessica.Newman@ed.gov>

**Attendance**

Organizer

Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required

Friday, May 05, 2017


 Time (b)(6)  
Subject  
Show Time As

 Time 11:45 AM – 12:30 PM  
Subject Political All-Staff Meeting  
Location Secretary's Conference room  
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Eck, Kevin <Kevin.Eck@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jackson, Candice <Candice.Jackson@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
EDCalendar <EDCalendar@ed.gov>	Required

#### Monday, May 08, 2017

 **Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

Alvin	
<b>Attendees</b>	<b>Attendance</b>
<b>Name &lt;E-mail&gt;</b>	

Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Time** 4:00 PM – 4:45 PM

**Subject** Dignitary Process Meeting

**Location** Secretary's Conference Room (OS Managed)

**Attachments** (b)(5)

**Show Time As** Busy  
objattph://"

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Shivers-Barclay, Sambia <Sambia.Shivers-Barclay@ed.gov> Required

McLaughlin, Maureen <Maureen.McLaughlin@ed.gov> Required

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov> Required

Hill, Elizabeth <Elizabeth.Hill@ed.gov> Required

Bailey, Nathan <Nathan.Bailey@ed.gov> Required

(b)(7)(F)  
Required  
Required

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**Time** 4:55 PM – 5:30 PM  
**Subject** Utah/Florida walkthrough  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Dial in: (b)(6)  
Participant: (b)(6)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

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**Tuesday, May 09, 2017**

**Time** 10:00 AM – 12:00 PM  
**Subject** (b)(6)  
**Location**

**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required

#### Wednesday, May 10, 2017

**Time** 8:40 AM – 9:40 AM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required

#### Thursday, May 11, 2017

**Time** 8:00 AM – 10:00 AM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

**Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
**Dial-in Number:**

	Participant Code: (b)(6)	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	James, David <David.James@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
	Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required

Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required

#### Friday, May 12, 2017

**Time** All Day  
**Subject** Timesheet  
**Recurrence** Occurs every 2 weeks on Friday effective 2/17/2017 until 7/7/2017  
**Show Time As** Free

**Time** 10:00 AM – 11:00 AM  
**Subject** 10-Day Look Ahead Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Tentative  
 Please note – the time for this meeting may change due to travel.

Eric


Dial in: (b)(6)  
 Participant: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	daniel.vizzi@usdoj.gov <daniel.vizzi@usdoj.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
(b)(7)(F)	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required

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**Monday, May 15, 2017**


 **Time** 9:30 AM – 10:00 AM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Show Time As** Tentative  
Exchange Server re-created a meeting that was missing from your calendar.

---

Sent by Microsoft Exchange Server

Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

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 **Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

<b>Attendees</b>	Alvin	
	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Tuesday, May 16, 2017**

**Time** 10:50 AM – 11:00 AM  
**Subject** Open COnference line!!  
**Location** TBD  
**Show Time As** Tentative  
 User: OS – Dougie Simmons  
 Dial-in Number: (b)(6)  
 Leader Code: (b)(6)  
 Participant Code: (b)(6)  
 To start your call –  
 1. Send participants the date, time of the call, dial-in number and participant access code above. 2. At the specified time, dial your dial-in


number.3. When prompted, enter the leader access code followed by a # sign.4. When prompted, state your name followed by a # sign.  
5. Wait for participants to join.

Participants join the conference by following Steps 2 through 4 above, but use the participant access code in place of the leader access code.

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---

### Wednesday, May 17, 2017

 **Time** 8:30 AM – 9:30 AM


**Subject** (b)(6)

**Show Time As**

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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### Thursday, May 18, 2017

 **Time** 4:00 PM – 4:30 PM


**Subject** CYA Meeting

**Location** Dougie's Office

**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Davis, Martha <Martha.Davis@ed.gov>	Organizer
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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 **Time** 5:00 PM – 5:30 PM

**Subject** Political Scheduling Meeting

**Location** Secretary's Conference Room

**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM

**Show Time As** Tentative

**Dial -in Number:**

(b)(6)

**Participant Code:** (b)(6)

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	James, David <David.James@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
	Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
	Payne, William <William.Payne@ed.gov>	Required

Nations, Kayla <Kayla.Nations@ed.gov>

Required

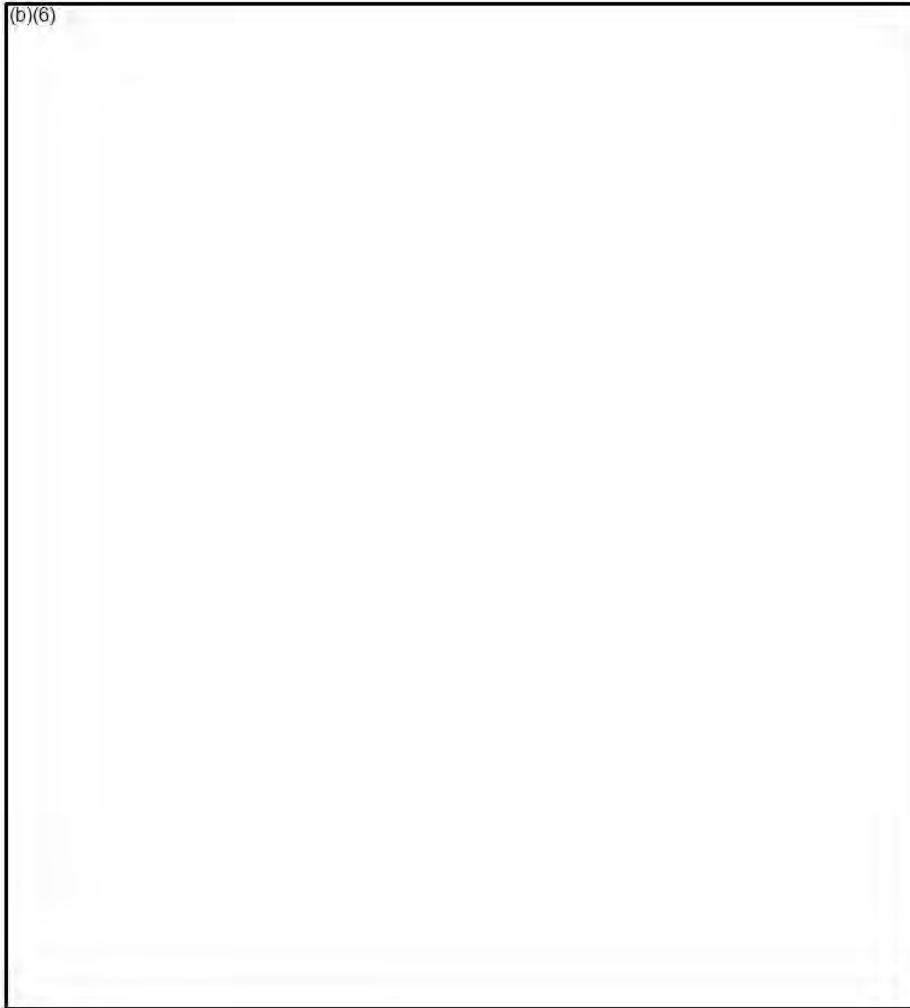
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>

Required


**Time**  
**Subject**  
**Location**  
**Show Time As**

(b)(6)

**Attendees**



Friday, May 19, 2017

 **Time** 10:00 AM – 11:00 AM  
**Subject** 10-Day Look Ahead Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Please note – the time for this meeting may change due to travel.

Eric

Dial in: (b)(6)  
Participant: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	(b)(7)(F)	Required

Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
(b)(7)(F)	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required

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**Monday, May 22, 2017**

<b>Time</b>	0:00 AM - 10:00 AM	
<b>Subject</b>	(b)(6)	
<b>Location</b>		
<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required

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**Time** 2:30 PM – 3:00 PM

**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

Attendees	Name <E-mail>	Attendance
	Alvin Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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Tuesday, May 23, 2017

<b>Time</b>	(b)(6)				
<b>Subject</b>					
<b>Location</b>					
<b>Show Time As</b>					
<b>Attendees</b>	<table><thead><tr><th>Name &lt;E-mail&gt;</th><th>Attendance</th></tr></thead><tbody><tr><td>Simmons, Lee (Dougie) &lt;LeeD.Simmons@ed.gov&gt;</td><td>Organizer</td></tr></tbody></table>	Name <E-mail>	Attendance	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
Name <E-mail>	Attendance				
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer				

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required


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**Wednesday, May 24, 2017**

 **Time** 11:00 AM – 12:00 PM  
**Subject** Scheduling Call with (b) (6) and Team  
**Location** Zoom  
**Show Time As** Tentative

Attendees	Name <E-mail>	Attendance
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---

 **Time** 12:30 PM – 1:30 PM  
**Subject** Help Desk and Auditorium request: Lunch and Learn Session with Andreas Schleicher  
**Location** Barnard Auditorium and Online  
**Show Time As** Tentative

Lunch & Learn with Andreas Schleicher  
 Wednesday, May 24, 2017  
 12:30 – 1:30 p.m.  
 Barnard Auditorium, LBJ Building and on Mediasite & EDstream with live captioning

HELP DESK:

Please set up audience chairs with round tables for approximately 75 participants.

No chairs on stage; presenter will use podium.

Two audience stand mics.

Presenter:

Andreas Schleicher, Director for Education and Skills, and Special Advisor on Education Policy to the Secretary-General at the Organisation for Economic Cooperation and Development in Paris (OECD)

Moderator/Panel Facilitator: TBD

Schleicher will discuss where education in the U.S. stands compared with the highest performing education systems, and also highlight

successful choice-based policies.

Agenda:

- Introduction
- Presentation by Schleicher
- Questions and Answers

Please run on Mediasite and EDstream .

EDStream: <https://edstream.ed.gov/webcast/Play/b22961c810e14f9db867cd48c77b60241d>

Mediasite: <http://mediasite.ed.gov/Mediasite/Play/3e96fae41a9f40d9a5d67b010494a2b81d?catalog=f9af039e-2ea3-4efb-9e35-f87c3777de0b>

Attendees	Name <E-mail>	Attendance
	Padgett, Jennifer <Jennifer.Padgett@ed.gov>	Organizer
	HELPDESK - Office of Management <HELPDESK-OfficeofManagement@ed.gov>	Required
	Fernandez, Charvelle (Contractor) <Charvelle.Fernandez@ed.gov>	Required
	Wagner, Scott (Contractor) <Scott.Wagner@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Williamson, Elizabeth <Elizabeth.Williamson@ed.gov>	Required
	Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
	Malico, Melinda <Melinda.Malico@ed.gov>	Required

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**Time** 12:30 PM – 1:30 PM

**Subject** Reminder!!! Lunch and Learn Invitation from the Office of the Secretary: TODAY

**Location** Barnard Auditorium, LBJ Building and on Mediasite & EDstream

**Show Time As** Tentative

A friendly reminder that today is the Andreas Schleicher Lunch and Learn. Hope to see everyone in Barnard at 12:30 pm.

Thanks!

Dougie

Sent from my iPhone

Begin forwarded message:

From: "ED Internal Communications" <HYPERLINK  
"mailto:EDInternalCommunications@ed.gov"EDInternal  
Communications@ed.gov>  
To: "All Exchange Users" <HYPERLINK  
"mailto:All\_Exchange\_Users@ed.gov"All\_Exchange\_Users@ed.gov>  
Subject: Lunch and Learn Invitation from the Office of the Secretary:  
Wednesday, May 24

Please join the Office of the Secretary for this year's first "Lunch & Learn" with Andreas Schleicher, Director for Education and Skills, and Special Advisor on Education Policy to the Secretary-General at the Organisation for Economic Co-operation and Development in Paris (OECD). Andreas will share his insights on where education in the United States stands compared with the highest performing education systems, and he will also highlight successful choice-based practices. Andreas' full biography is below.

Wednesday, May 24, 2017

12:30 – 1:30 p.m.

Barnard Auditorium, LBJ Building and on Mediasite & EDstream with live captioning

The Office of the Secretary will be scheduling a variety of speakers for the "Lunch and Learn" series regularly. Feel free to bring your lunch to Barnard Auditorium and enjoy the presentation.

[X]

As a key member of the OECD Senior Management team, Mr. Schleicher supports the Secretary-General's strategy to produce analysis and policy advice that advances economic growth and social progress. He promotes the work of the Directorate for Education and Skills on a global stage and fosters cooperation both within and outside the OECD. In addition to policy and country reviews, the work of the Directorate includes the Program for International Student Assessment (PISA), the OECD Survey of Adult Skills, the OECD Teaching and Learning International Survey (TALIS), and the development and analysis of benchmarks on the performance of education systems (INES).

Before joining the OECD, Mr. Schleicher was Director for Analysis at the International Association for Educational Achievement (IEA). He studied Physics in Germany and received a degree in Mathematics and Statistics in Australia. He is the recipient of numerous honours and awards, including the "Theodor Heuss" prize, awarded in the name of the first president of the Federal Republic of Germany for "exemplary democratic engagement." He holds an honorary Professorship at the University of Heidelberg.

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**\*MEDIASITE & EDSTREAM**

If you have problems with Mediasite or EDstream, please call the Help Desk at 202 708 4357.

**MEDIASITE INSTRUCTIONS:**

For employees working inside ED buildings, use Internet Explorer to access Mediasite:

<http://mediasite.ed.gov/Mediasite/Play/3e96fae41a9f40d9a5d67b010494a2b81d?catalog=f9af039e-2ea3-4efb-9e35-f87c3777de0b>

**EDSTREAM INSTRUCTIONS:**

For teleworkers, this event will also air on EDstream:

<https://edstream.ed.gov/webcast/Play/b22961c810e14f9db867cd48c77b60241d>

You cannot access EDstream while logged into HYPERLINK

"<http://gotowork.ed.gov>"gotowork.ed.gov or Aventail/Citrix. (You may be able to see the event, but you will not be able to hear it.) You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link provided.

Attendees	Name <E-mail>	Attendance
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	Political Appointees_ED 45 <PoliticalAppointees_ED45@ed.gov>	Required
	All Exchange Users <All_Exchange_Users@ed.gov>	Required

---

**Time** 2:30 PM – 3:00 PM

**Subject** FW: Review of Invitations to the Secretary

**Location** Dougie's Office (7W314)

**Show Time As** Tentative

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From: Manalo, Alvin

Sent: Tuesday, April 11, 2017 7:15:12 PM UTC

To: Manalo, Alvin; Delahunty, Sarah; Holden, Ronald; Honeysett, Adam; Petersen, Molly; Stratman, Karen; Simmons, Lee (Dougie); Bailey, Nathan; Newman, Jessica; Breeding, Nathaniel

Cc: Stanley, Taylor

Subject: Review of Invitations to the Secretary

When: Wednesday, May 24, 2017 6:30 PM-7:00 PM.

Where: Dougie's Office (7W314)

The meeting location has changed to Dougie's office.

Dial-in Number


Participant Cod

(b)(6)

Attendees	Name <E-mail>	Attendance
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

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**Thursday, May 25, 2017**

 **Time** 11:30 AM – 12:00 PM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Show Time As** Tentative  
Exchange Server re-created a meeting that was missing from your calendar.

---

Sent by Microsoft Exchange Server		
Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

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**Time** 2:00 PM – 3:00 PM  
**Subject** FY 2018 Budget Briefing for ED Employees  
**Location** Barnard Auditorium and on Mediasite and EDstream  
**Show Time As** Tentative

On Thursday, May 25, at 2 pm ET, employees are invited to attend a briefing covering the Administration's Fiscal Year 2018 budget request for the U.S. Department of Education. The briefing will be held in LBJ Auditorium and may also be watched online (links are below), with live captioning. Erica Navarro, Director, Budget Service will outline the budget request that will be considered by Congress. A question-and-answer session with Budget Service officials will follow the presentation.

If you have problems with Mediasite or EDstream, please call the Help Desk at 202-708-4357.

**MEDIASITE INSTRUCTIONS:**

For employees working inside ED buildings, use Internet Explorer to access HYPERLINK

"http://mediasite.ed.gov/Mediasite/Play/966367b54c  
c44582a88fd3718c0bda6d1d?catalog=f9af039e-2ea3-4efb-9e35-  
f87c3777de0b" Mediasite at this link.

**EDSTREAM INSTRUCTIONS:**

For teleworkers, this event also will air on HYPERLINK

"http://edstream.ed.gov/webcast/Play/7af45ccfd8984  
8f99aca02a56220f2d11d" EDstream at this link.

You cannot access EDstream while logged into gotowork.ed.gov or Aventail/Citrix. (You may be able to see the event, but you will not be able to hear it.) You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link provided.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	All Exchange Users <All_Exchange_Users@ed.gov>	Required
	Frank Heisler <FHeisler@spear-inc.net>	Optional
	Richard Pineda <rpineda@spear-inc.net>	Optional
	Ahmady, Lori <Lori.Ahmady@ed.gov>	Optional
	Sinclair, Francine <Francine.Sinclair@ed.gov>	Optional
	Anyanime Ekpo <aekpo@r3consulting.com>	Optional
	Brian Lewis <brianlewis@kpmg.com>	Optional
	Chris Hutchinson <chutchinson@kpmg.com>	Optional
	Hutchinson, Christopher (Contractor) <Christopher.Hutchinson@ed.gov>	Optional

Jeff Cullen <jcullen@r3consulting.com>	Optional
Lauren Maxwell <lmaxwell@r3consulting.com>	Optional
Maxwell, Lauren (Contractor) <Lauren.Maxwell@ed.gov>	Optional
Vishal Desai <vndesai@kpmg.com>	Optional
Morgan, Earl <Earl.Morgan@ed.gov>	Optional
Schulz, Eric <Eric.Schulz@ed.gov>	Optional
Young, Claudette <Claudette.Young@ed.gov>	Optional
Quezada, Athena <Athena.Quezada@ed.gov>	Optional
Harris, Sharon <Sharon.Harris@ed.gov>	Optional
Woerner, Stephanie (Contractor) <Stephanie.Woerner@ed.gov>	Optional
'Dana' <dlcsays@comcast.net>	Optional
Goetz, Braden <Braden.Goetz@ed.gov>	Optional
Miller, Sharon Lee <Sharon.Miller@ed.gov>	Optional
Coro, Christopher <Christopher.Coro@ed.gov>	Optional
Glenn, Beatrice <Beatrice.Glenn@ed.gov>	Optional
Crider, Richie <Richie.Crider@ed.gov>	Optional
Lewis, Darrin <Darrin.Lewis@ed.gov>	Optional
B. York <beatriz.york@hotmail.com>	Optional

---

**Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
**Dial-in Number:**  

(b)(6)

  
**Participant Code:**

(b)(6)

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	James, David <David.James@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
	Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
	Payne, William <William.Payne@ed.gov>	Required

Nations, Kayla <Kayla.Nations@ed.gov> Required  
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov> Required

**Time** 5:00 PM – 6:00 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Tentative  
Sorry – updated call line!!

Dial-in: (b)(6)  
Participant Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer

Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov>	Required
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Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
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(b)(7)(F)	Required
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Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
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Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
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Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
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Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
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Holden, Ronald <Ronald.Holden@ed.gov>	Required
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Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
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Eitel, Robert <Robert.Eitel@ed.gov>	Required
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Lee, Ebony <Ebony.Lee@ed.gov>	Required
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Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
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Goad, Robert <Robert.Goad@ed.gov>	Required
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(b)(7)(F)	Required
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Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
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Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
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Newman, Jessica <Jessica.Newman@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required


#### Friday, May 26, 2017


**Time** All Day  
**Subject** Timesheet  
**Recurrence** Occurs every 2 weeks on Friday effective 2/17/2017 until 7/7/2017  
**Show Time As** Free


**Time** 3:30 PM – 3:45 PM  
**Subject** RESCHEDULED - Weekly Update: Candice Jackson  
**Location** 7W315  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Jackson, Candice <Candice.Jackson@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required

#### Monday, May 29, 2017


**Time** 9:30 AM – 10:00 AM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Show Time As** Tentative  
 Exchange Server re-created a meeting that was missing from your calendar.

Sent by Microsoft Exchange Server

Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

---

**Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

Attendees	Name <E-mail>	Attendance
	Alvin	
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Wednesday, May 31, 2017**

**Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from

1:30 PM to 2:00 PM  
**Show Time As** Busy  
Please note the location change. Thanks!

Attendees	Name <E-mail>	Attendance
	Alvin	
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Optional
	Nations, Kayla <Kayla.Nations@ed.gov>	Optional
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

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**Thursday, June 01, 2017**

**Time** 10:00 AM – 11:00 AM  
**Subject** Briefing: The Condition of Education and Indicators of School Crime & Safety with NCES  
**Location** Barnard-LBJ and Online  
**Show Time As** Tentative  
Please join colleagues to learn about the findings in two new reports from the National Center for Education Statistics (NCES), including The Condition of Education 2017 and Indicators of School Crime and

Safety.

June 1, 10-11 am ET

Barnard Auditorium, LBJ Building, and on Mediasite\* and EDstream\* (links are below) with captioning.

The Condition of Education 2017 summarizes important developments and trends in education using the latest available data. The report presents 50 key indicators on topics ranging from early childhood through postsecondary education, as well as international comparisons and labor force outcomes.

The Indicators of School Crime and Safety report covers topics such as victimization, bullying, school conditions, student perceptions of personal safety at school, and criminal incidents at postsecondary institutions.

The presentation will include a wide range of data applicable to many ED programs, including early childhood education, elementary and secondary education, and postsecondary education.

Presenters:

Peggy Carr, Acting Commissioner, NCES, NCES overview and introduction to annual reports

Joel McFarland, Project Director, Condition of Education overview

Lauren Musu-Gillette, Project Director, Indicators of School Crime and Safety overview

Questions and Answers, moderated by Tom Snyder, Director of Annual Reports and Information Staff

NCES is mandated to report to Congress on the condition of education each year. The NCES mission is, "...to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations...." NCES strives to develop high-quality, customer-driven products and to be fully engaged with the education community to gain a full understanding of the data needs and interests of our customers.

\*MEDIASITE & EDSTREAM

\*MEDIASITE INSTRUCTIONS:

For employees working inside ED buildings, use Internet Explorer to access Mediasite at this link.

<http://mediasite.ed.gov/Mediasite/Catalog/catalogs/default>

\*EDSTREAM INSTRUCTIONS:

For teleworkers, this event will also air on EDstream at this link:

<http://edstream.ed.gov/webcast/Catalog/catalogs/default.aspx>

You cannot access EDstream while logged into gotowork.ed.gov or Aventa/Citrix. (You may be able to see the event, but you will not be

able to hear it.) You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link above. If you have problems with Mediasite or EDstream, please call the Help Desk 202 708 4357.

Attendees	Name <E-mail>	Attendance
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	All Exchange Users <All_Exchange_Users@ed.gov>	Required

---

**Time** 10:30 AM – 11:00 AM  
**Subject** Hearing Prep- Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
This will be a half hour prep session to go over the mock hearing.

Attendees	Name <E-mail>	Attendance
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
	Menashi, Steven <Steven.Menashi@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

---

**Time** 11:00 AM – 11:30 AM  
**Subject** mac email encryption for the Secretary - June 1 @ 11am  
**Location** 7W311  
**Show Time As** Tentative  
What Is It?

(b)(5)

Encryption Certificate and the Email Signature Certificate. (

(b)(5)

Click Submit  
Click OK to confirm your Email Address

You will receive the following page:

An email is automatically sent to the Symantec/Verisign PKI Administrators, and you should receive an email from Symantec/Verisign when your certificate is ready for pickup and installation. You should receive the email from Symantec/Verisign no later than 24 hours from the time you request the signature certificate. If you have not received your signature certificate after 24 hours, please contact Hai Tran at [HYPERLINK "mailto:Hai.Tran@ed.gov"](#) Hai.Tran@ed.gov or (202) 453-6788.

Attendees	Name <E-mail>	Attendance
	Phipps, Nancy <Nancy.Phipps@ed.gov>	Organizer
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Tran, Hai (Contractor) <Hai.Tran@ed.gov>

Required

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**Time** 12:30 PM – 12:45 PM  
**Subject** Email Encryption  
**Location** Office of the Secretary  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Tran, Hai (Contractor) <Hai.Tran@ed.gov>	Required
	Skinner, Sarah (Contractor) <Sarah.Skinner@ed.gov>	Required
	Phipps, Nancy <Nancy.Phipps@ed.gov>	Required

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**Time** 2:00 PM – 3:30 PM  
**Subject** Hearing Prep  
**Location** Barnard Auditorium  
**Show Time As** Busy

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Navarro, Erica <Erica.Navarro@ed.gov>	Required
	Simpson, Daniel <Daniel.Simpson@ed.gov>	Required
	Kean, Larry <Larry.Kean@ed.gov>	Required
	Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Viana, Jose <Jose.Viana@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required

Botel, Jason <Jason.Botel@ed.gov>	Required
Jackson, Candice <Candice.Jackson@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
EDCalendar <EDCalendar@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required

 **Time** 4:00 PM – 4:30 PM  
**Subject** CYA Meeting  
**Location** Jessica's office  
**Show Time As** Tentative

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

 **Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
Dial -in Number:  

(b)(6)

  
Participant Code: 

(b)(6)

Attendees	Name <E-mail>	Attendance
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Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required

Huizinga, Madeleine <Madeleine.Huizinga@ed.gov> Required

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Friday, June 02, 2017

**Time** 3:00 PM – 3:45 PM

**Subject** Hearing Prep- Check in

**Location** Barnard

**Show Time As** Busy

We will debrief Thursday's hearing prep and prepare for the hearing prep on Monday.


<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Lee, Ebony <Ebony.Lee@ed.gov>	Organizer
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Jackson, Candice <Candice.Jackson@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
	Menashi, Steven <Steven.Menashi@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>

Optional

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**Monday, June 05, 2017**


 **Time** 9:30 AM – 10:00 AM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Show Time As** Tentative  
Exchange Server re-created a meeting that was missing from your calendar.

---

Sent by Microsoft Exchange Server

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

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 **Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

Alvin

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Time** 2:30 PM – 5:00 PM  
**Subject** Hearing Prep  
**Location** Barnard Auditorium  
**Show Time As** Busy

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Navarro, Erica <Erica.Navarro@ed.gov>	Required
	Simpson, Daniel <Daniel.Simpson@ed.gov>	Required
	Kean, Larry <Larry.Kean@ed.gov>	Required
	Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required

Viana, Jose <Jose.Viana@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Jackson, Candice <Candice.Jackson@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required

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### Wednesday, June 07, 2017

**Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
 Please note the location change. Thanks!

<b>Attendees</b>	Alvin	
<b>Name &lt;E-mail&gt;</b>		<b>Attendance</b>
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required

Stratman, Karen <Karen.Stratman@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Optional
Nations, Kayla <Kayla.Nations@ed.gov>	Optional
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

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**Thursday, June 08, 2017**

**Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
Dial -in Number:  
(b)(6)

Participant Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required

Holden, Ronald <Ronald.Holden@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required

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**Friday, June 09, 2017**


**Time** All Day  
**Subject** Timesheet  
**Recurrence** Occurs every 2 weeks on Friday effective 2/17/2017 until 7/7/2017  
**Show Time As** Free

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**Time** 10:00 AM – 10:30 AM  
**Subject** Meeting to Establish REACH Plan  
**Location** Sarah's Office - HQ-LBJ-7W309  
**Attachments** Creating-Your-FY17-REACH-Plan-in-TMS.docx  
REACH Elements for Schedule Cs..docx  
**Show Time As** Busy  
Good Morning Sarah,

This meeting invite to assist you in establishing your REACH plan. The attached REACH elements will be used to establish your plan. Also, attached are instructions on how to create your FY17 REACH Plan. At the meeting myself or someone from my staff will go over these instructions and walk you through the process.

In order to establish your REACH plan you must have access to TMS.

If this is not a good time for you please provide a time that is as soon as possible.

Thank You,  
Monique Pollard

Attendees	Name <E-mail>	Attendance
	Pollard, Monique <Monique.Pollard@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Dias, Glen <Glen.Dias@ed.gov>	Required

---

**Time** 2:00 PM – 2:30 PM  
**Subject** Pictures for 7th Floor  
**Location** Studio  
**Show Time As** Tentative  
Setting aside some time for us to pick out some photos we want to hang on the 7th floor. Let me know if another time works better for you all.

Attendees	Name <E-mail>	Attendance
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Organizer
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Hoover, Joshua <Joshua.Hoover@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

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**Time** 4:38 PM – 4:53 PM  
**Subject** (No Subject)  
**Location** Skype Meeting  
**Show Time As** Busy

à HYPERLINK "https://meet.lync.com/usdedeop/sarah.delahunty/P9H134HJ"Join Skype Meeting  
Trouble Joining? HYPERLINK  
"https://meet.lync.com/usdedeop/sarah.delahunty/P9H134HJ?sl=1"Try Skype Web App

HYPERLINK "http://go.microsoft.com/fwlink/?LinkId=389737"Help

[!OC([1033])!]

Attendees	Name <E-mail>	Attendance
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	(b)(6)	Required
	Davis, Martha <Martha.Davis@ed.gov>	Optional

#### Monday, June 12, 2017

**Time** 9:30 AM – 10:00 AM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Show Time As** Tentative  
Exchange Server re-created a meeting that was missing from your calendar.

Sent by Microsoft Exchange Server

Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required

Davis, Martha <Martha.Davis@ed.gov>

Required

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**Time** 11:00 AM – 12:00 PM

**Subject** Email Encryption

**Location** 7W309

**Show Time As** Busy

**Attendees** **Name <E-mail>**

**Attendance**

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Organizer

Skinner, Sarah (Contractor) <Sarah.Skinner@ed.gov>

Required

Tran, Hai (Contractor) <Hai.Tran@ed.gov>

Required

Phipps, Nancy <Nancy.Phipps@ed.gov>

Required

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**Time** 2:30 PM – 3:00 PM

**Subject** Review of Invitations to the Secretary

**Location** Deputy Secretary's Office

**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM

**Show Time As** Tentative

Please note the location change. Thanks!

Alvin

**Attendees** **Name <E-mail>**

**Attendance**

Manalo, Alvin <Alvin.Manalo@ed.gov>

Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

Holden, Ronald <Ronald.Holden@ed.gov>

Required

Honeysett, Adam <Adam.Honeysett@ed.gov>

Required

Stratman, Karen <Karen.Stratman@ed.gov>

Required

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>

Required

Bailey, Nathan <Nathan.Bailey@ed.gov>

Required

Newman, Jessica <Jessica.Newman@ed.gov>

Required

Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>

Required

Ernst, Allen <Allen.Ernst@ed.gov>

Required

McHam, Gerren <Gerren.McHam@ed.gov>

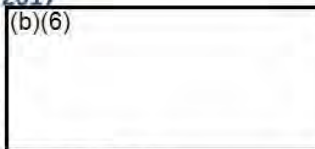
Required

Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

Tuesday, June 13, 2017



**Time** (b)(6)  
**Subject**  
**Location**  
**Show Time As**



Attendees	Name <E-mail>	Attendance
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Wednesday, June 14, 2017




**Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
Please note the location change. Thanks!

Alvin	
Attendees	Name <E-mail>
	Manalo, Alvin <Alvin.Manalo@ed.gov>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>
	Holden, Ronald <Ronald.Holden@ed.gov>
	Honeysett, Adam <Adam.Honeysett@ed.gov>
	Stratman, Karen <Karen.Stratman@ed.gov>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>

Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Optional
Nations, Kayla <Kayla.Nations@ed.gov>	Optional
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

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**Thursday, June 15, 2017**

 **Time** 1:00 PM – 1:30 PM  
**Subject** Meet and Greet with OS intern Michael Nock  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

To welcome Michael to the Office of the Secretary, we will be sitting down with him to give him an idea of what we all do every day and to learn what his interests may be this summer. Please try to make it!

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Davis, Martha <Martha.Davis@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Nock, Michael <Michael.Nock@ed.gov>	Required

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 **Time** 4:30 PM – 5:30 PM  
**Subject** 10-Day Look Ahead

**Location** Secretary's Conference Room

**Show Time As** Busy

Dial-in (b)(6)

Participant Code (b)(6)

**Attendees** **Name <E-mail>**

**Attendance**

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Organizer

Secretary's Conference Room (OS Managed) <WDCFB6-7W300@ed.gov> Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov> Required

Hill, Elizabeth <Elizabeth.Hill@ed.gov> Required

Ferguson, Gillum <Gillum.Ferguson@ed.gov> Required

Bailey, Nathan <Nathan.Bailey@ed.gov> Required

Broadwater, Sara <Sara.Broadwater@ed.gov> Required

Holden, Ronald <Ronald.Holden@ed.gov> Required

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov> Required

Eitel, Robert <Robert.Eitel@ed.gov> Required

Lee, Ebony <Ebony.Lee@ed.gov> Required

Smith, Kathleen <Kathleen.Smith@ed.gov> Required

Goad, Robert <Robert.Goad@ed.gov> Required

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov> Required

Breeding, Nathaniel <Nathaniel.Breeding@ed.gov> Required

Newman, Jessica <Jessica.Newman@ed.gov> Required

Davis, Martha <Martha.Davis@ed.gov> Required

(b)(7)(F)

Required

Required

Venable, Joshua (Joshua.Venable@ed.gov)  
<Joshua.Venable@ed.gov>

Required

**Time** 5:00 PM – 5:30 PM

**Subject** Political Scheduling Meeting

**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative

Dial -in Number:

(b)(6)

Participant Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	James, David <David.James@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Walker, Kathryn <Kathryn.Walker@ed.gov>	Required

Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required

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**Friday, June 16, 2017**

<b>Time</b>	10:30 AM – 11:30 AM	
<b>Subject</b>	Weekly "Back to School" Planning Meeting	
<b>Location</b>	Secretary's Conference Room (OS Managed)	
<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Venable, Joshua (Joshua.Venable@ed.gov) <Joshua.Venable@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required

Ventimiglia, Eric (Eric.Ventimiglia@ed.gov)  
<Eric.Ventimiglia@ed.gov>

Required

Monday, June 19, 2017

Time (b)(6)  
Subject  
Show Time As

Time 9:30 AM – 10:00 AM  
Subject Team Operations Weekly Planning Meeting  
Recurrence Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
Reminder 15 minutes  
Show Time As Busy  
Exchange Server re-created a meeting that was missing from your calendar.

Sent by Microsoft Exchange Server

Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

Time 2:30 PM – 3:00 PM  
Subject Review of Invitations to the Secretary  
Location Deputy Secretary's Office  
Recurrence Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
Show Time As Tentative  
Please note the location change. Thanks!

Alvin

Attendees	Name <E-mail>	Attendance
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

Holden, Ronald <Ronald.Holden@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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### Wednesday, June 21, 2017

📅 **Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
Please note the location change. Thanks!

Attendees	Name <E-mail>	Attendance
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required


Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Optional
Nations, Kayla <Kayla.Nations@ed.gov>	Optional
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

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 **Time** At 2:00 PM  
**Subject** Go in and interrupt BDV's Meeting at 2pm.  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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 **Time** 5:15 PM – 6:00 PM  
**Subject** Scheduling Meeting  
**Location** Office of the Secretary  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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Thursday, June 22, 2017

**Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
**Dial-in Number:**  
(b)(6)


Participant Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	James, David <David.James@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required

Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required


#### Friday, June 23, 2017

 **Time** All Day  
**Subject** Timesheet  
**Recurrence** Occurs every 2 weeks on Friday effective 2/17/2017 until 7/7/2017  
**Show Time As** Free

 **Time** At 10:00 AM  
**Subject** (b)(6)  
**Show Time As** Tentative

Attendees	Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

#### Monday, June 26, 2017

 **Time** 9:30 AM – 10:00 AM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Reminder** 15 minutes  
**Show Time As** Busy  
Exchange Server re-created a meeting that was missing from your calendar.

—

Sent by Microsoft Exchange Server

Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required


Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required

**Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Alvin	
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Tuesday, June 27, 2017**

 **Time** 11:30 AM – 12:00 PM  
**Subject** (b)(5)  
**Location** Sarah D's Office  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Davis, Martha <Martha.Davis@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required


---

**Wednesday, June 28, 2017**

 **Time** 1:30 PM – 2:00 PM  
**Subject** Passport Photo  
**Location** Dept. of Ed Studio  
**Show Time As** Busy  
For those getting a passport photo today: studio team is ready.  
**Attendees**

Name <E-mail>	Attendance
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
Hoover, Joshua <Joshua.Hoover@ed.gov>	Required
Wood, Paul <Paul.Wood@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

---

 **Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
Please note the location change. Thanks!  
Alvin  
**Attendees**

Name <E-mail>	Attendance
Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer

---

Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
Stratman, Karen <Karen.Stratman@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
McHam, Gerren <Gerren.McHam@ed.gov>	Optional
Nations, Kayla <Kayla.Nations@ed.gov>	Optional
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

---

**Thursday, June 29, 2017**

**Time** 10:30 AM – 11:00 AM

**Subject** Scheduling Meeting

**Location** Office of the Secretary

**Show Time As** Busy

**Attendees** **Name <E-mail>**

**Attendance**

DeVos, Betsy <Betsy.DeVos@ed.gov>

Organizer

EDCalendar <EDCalendar@ed.gov>

Required

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>

Required

Newman, Jessica <Jessica.Newman@ed.gov>

Required

Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

**Time** 3:00 PM – 3:30 PM

**Subject** Political Scheduling Run-through

**Location** Dougie's Office

**Show Time As** Busy

**Attendees** **Name <E-mail>**

**Attendance**

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Organizer

Newman, Jessica <Jessica.Newman@ed.gov>

Required

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>

Required

**Time** 5:00 PM – 5:30 PM

**Subject** Political Scheduling Meeting

**Location** Secretary's Conference Room

**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM

**Show Time As** Tentative

Dial-in Number:

(b)(6)

Participant Code (b)(6)

**Attendees** **Name <E-mail>**

**Attendance**

Newman, Jessica <Jessica.Newman@ed.gov>

Organizer

Smith, Kathleen <Kathleen.Smith@ed.gov>

Required

Goad, Robert <Robert.Goad@ed.gov>

Required

Botel, Jason <Jason.Botel@ed.gov>

Required

Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>

Required

Holden, Ronald <Ronald.Holden@ed.gov>

Required

Eitel, Robert <Robert.Eitel@ed.gov>

Required

Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>

Required

Manning, James <James.Manning@ed.gov>

Required

Davis, Martha <Martha.Davis@ed.gov>

Required

Broadwater, Sara <Sara.Broadwater@ed.gov>

Required

Lee, Ebony <Ebony.Lee@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required


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**Friday, June 30, 2017**

 **Time** 10:15 AM – 10:30 AM  
**Subject** Meet with Sarah Delahunty  
**Location** 7W315  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

---


 **Time** 11:30 AM – 12:00 PM  
**Subject** Meet with OS staff  
**Location** 7W315  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
Venable, Joshua <Joshua.Venable@ed.gov>	Organizer

Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required

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**Monday, July 03, 2017**

 **Time** 2:30 PM – 3:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM  
**Show Time As** Tentative  
Please note the location change. Thanks!

Alvin		
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required

Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Wednesday, July 05, 2017**

**Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
Please note the location change. Thanks!

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Alvin	
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Optional
	Nations, Kayla <Kayla.Nations@ed.gov>	Optional

Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov> Optional

Thursday, July 06, 2017

**Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
**Dial-in Number:**  
(b)(6)

Attendees	Participant Code (b)(6) Name <E-mail>	Attendance
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Simmons, Lee (Doug) <LeeD.Simmons@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	James, David <David.James@ed.gov>	Required

Ernst, Allen <Allen.Ernst@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required

#### Friday, July 07, 2017

**Time** (b)(6)  
**Subject**  
**Show Time As**

**Time** All Day  
**Subject** Timesheet  
**Recurrence** Occurs every 2 weeks on Friday effective 2/17/2017 until 7/7/2017  
**Show Time As** Free

**Time** 3:15 PM – 3:45 PM  
**Subject** Phone Call with Secretary DeVos  
**Location** Secretary DeVos and Josh Venable to call Mark Schneider at (b)(6)  
**Show Time As** Busy  
 Contact: Sarah Delahunty, 202-480-1542  

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Organizer
	Schneider, Mark <mschneider@air.org>	Required

#### Monday, July 10, 2017

**Time** 9:30 AM – 10:00 AM  
**Subject** Team Operations Weekly Planning Meeting  
**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM  
**Reminder** 15 minutes  
**Show Time As** Busy  
 Exchange Server re-created a meeting that was missing from your

calendar.

Sent by Microsoft Exchange Server

Attendees	Name <E-mail>	Attendance
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

**Time** 2:30 PM – 3:00 PM

**Subject** Review of Invitations to the Secretary

**Location** Deputy Secretary's Office

**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM

**Show Time As** Tentative

Please note the location change. Thanks!

Alvin

Attendees	Name <E-mail>	Attendance
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required

Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

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**Wednesday, July 12, 2017**

**Time** 10:40 AM – 10:50 AM  
**Subject** Phone Call with (b)(6)  
**Location** Dial: (b)(6) direct)  
**Show Time As** Busy  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
EDCalendar <EDCalendar@ed.gov>	Required
Ventimiglia, Eric (Eric.Ventimiglia@ed.gov) <Eric.Ventimiglia@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Time** 11:00 AM – 11:20 AM  
**Subject** Phone Call with Secretary Ben Carson, Housing & Urban Development  
**Location** Dial: (b)(6) (Allison will connect)  
**Show Time As** Busy  
Dial: (202)402-6356, Allison will connect BDV to Sec. Carson  
The topic is education issues with envision centers  
  
11:00 a.m. – PHONE CALL WITH SECRETARY BEN CARSON, HOUSING  
11:20 a.m. & URBAN DEVELOPMENT  
Dial: (b)(6) (Allison will connect)  
Location: LBJ Department of Education Building  
Room: Office of the Secretary  
Address: 400 Maryland Avenue, SW  
Washington, DC 20202  
Contact: Cody Reynolds  
Cell: (b)(6)  
Format: Phone Call  
Topic: Envision Centers  
Press: CLOSED  
Note: Please see attached briefing.  
**Attendees**

Name <E-mail>	Attendance
DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer

EDCalendar <EDCalendar@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

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**Time** 1:15 PM – 1:25 PM

**Subject** Phone Call with Mick Zais

**Location** Dial: (b)(6) (cell)

**Show Time As** Busy

**Attendees** **Name <E-mail>**

**Attendance**

DeVos, Betsy <Betsy.DeVos@ed.gov>

Organizer

EDCalendar <EDCalendar@ed.gov>

Required

Ventimiglia, Eric (Eric.Ventimiglia@ed.gov)  
<Eric.Ventimiglia@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

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**Time** 1:30 PM – 1:50 PM

**Subject** Phone Call with Former Congressman Mike Rogers (R-MI-08)

**Location** Dial: (b)(6) (direct)

**Show Time As** Busy

Back up number: Jordana Schmeirer, (b)(6)

1:30 p.m. – PHONE CALL WITH FORMER CONGRESSMAN MIKE

1:50 p.m. ROGERS (R-MI-08)

Dial: (b)(6) (direct)

Location: LBJ Department of Education Building

Room: Office of the Secretary

Address: 400 Maryland Avenue, SW

Washington, DC 20202

Contact: Michael Brickman

Cell: (b)(6)

Format: Phone Call

Staff: Kathleen Smith

Topic: Cyber Security

Press: CLOSED

Note: Please see attached briefing.

**Attendees** **Name <E-mail>**

**Attendance**

DeVos, Betsy <Betsy.DeVos@ed.gov>

Organizer

EDCalendar <EDCalendar@ed.gov>

Required

Smith, Kathleen <Kathleen.Smith@ed.gov>

Required

Delahunty, Sarah <Sarah.Delahunty@ed.gov>

Required

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**Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy  
Please note the location change. Thanks!

Attendees	Name <E-mail>	Attendance
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Optional
	Nations, Kayla <Kayla.Nations@ed.gov>	Optional
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

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**Time** 2:00 PM – 2:30 PM  
**Subject** Phone Call with Mike Morath, Education Commissioner, Texas  
**Location** Dial: (b)(6) Paula will connect)

**Show Time As** Busy  
 2:00 p.m. – PHONE CALL WITH MIKE MORATH, EDUCATION COMMISSIONER, TEXAS  
 2:30 p.m. Dial: (b)(6) (Paula will connect)  
 Location: LBJ Department of Education Building  
 Room: Office of the Secretary  
 Address: 400 Maryland Avenue, SW  
 Washington, DC 20202  
 Contact:  
 Cell:  
 Format: Phone Call  
 Topic: use of funds around low performing schools, use of state funds to support Maintenance of Effort requirement for special education and Charter Schools Program funds  
 Staff: Monique Chism  
 Press: CLOSED  
 Note: Please see attached briefing.

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Chism, Monique <Monique.Chism@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

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**Time** 4:30 PM – 5:30 PM  
**Subject** Political All Staff Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Tentative

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required

Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Henderson, Chelsea <Chelsea.Henderson@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jackson, Candice <Candice.Jackson@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Kissel, Adam <Adam.Kissel@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Menashi, Steven <Steven.Menashi@ed.gov>	Required
Newman, Jessica <Jessica.Newman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Prescott, Jenny <Jenny.Prescott@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Richey, Kimberly <Kimberly.Richey@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Rinkus, Christopher <Christopher.Rinkus@ed.gov>	Required

Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Sherman, Brandon <Brandon.Sherman@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Viana, Jose <Jose.Viana@ed.gov>	Required
Whitaker, Heather <Heather.Whitaker@ed.gov>	Required

**Time** 6:15 PM – 6:30 PM  
**Subject** Phone Call with Senator Bill Cassidy (R-LA)  
**Location** Dial (b)(6) (cell)  
**Show Time As** Busy  
 BDV to dial Sen. Cassidy directly on his cell at (b)(6); e: hand delivered note.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	EDCalendar <EDCalendar@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required

#### Thursday, July 13, 2017

**Time** 5:00 PM – 5:30 PM  
**Subject** Political Scheduling Meeting  
**Location** Secretary's Conference Room  
**Recurrence** Occurs every Thursday effective 4/27/2017 until 7/13/2017 from 5:00 PM to 5:30 PM  
**Show Time As** Tentative  
 Dial -in Number:  
 (b)(6)

Participant Code: (b)(6)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Newman, Jessica <Jessica.Newman@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required

Botel, Jason <Jason.Botel@ed.gov>	Required
Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Davis, Martha <Martha.Davis@ed.gov>	Required
Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
James, David <David.James@ed.gov>	Required
Ernst, Allen <Allen.Ernst@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Walker, Kathryn <Kathryn.Walker@ed.gov>	Required
Hill, Elizabeth <Elizabeth.Hill@ed.gov>	Required
Oppenheim, Peter <Peter.Oppenheim@ed.gov>	Required
Hahn, Nicholas <Nicholas.Hahn@ed.gov>	Required
Payne, William <William.Payne@ed.gov>	Required
Nations, Kayla <Kayla.Nations@ed.gov>	Required
Huizinga, Madeleine <Madeleine.Huizinga@ed.gov>	Required

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Friday, July 14, 2017

 Time All Day

**Subject** (b)(6)

**Show Time As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Organizer
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

#### Monday, July 17, 2017

**Time** 9:30 AM – 10:00 AM

**Subject** Team Operations Weekly Planning Meeting

**Recurrence** Occurs every Monday effective 5/15/2017 until 7/17/2017 from 9:30 AM to 10:00 AM

**Reminder** 15 minutes

**Show Time As** Busy

Exchange Server re-created a meeting that was missing from your calendar.

Sent by Microsoft Exchange Server

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Holden, Ronald <Ronald.Holden@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Davis, Martha <Martha.Davis@ed.gov>	Required

**Time** 2:30 PM – 3:00 PM

**Subject** Review of Invitations to the Secretary

**Location** Deputy Secretary's Office

**Recurrence** Occurs every Monday effective 2/13/2017 until 7/17/2017 from 2:30 PM to 3:00 PM

**Show Time As** Tentative  
Please note the location change. Thanks!

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Alvin	
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Optional

**Tuesday, July 18, 2017**


**Time** (b)(6)  
**Subject**  
**Show Time As**

**Time** 11:00 AM – 12:00 PM  
**Subject** YOU ARE INVITED TO Student Art Exhibit Opening With Performances:  
Fairfax County Public Schools  
**Location** U.S. Department of Education, LBJ Auditorium  
**Show Time As** Tentative  
**Attendees** **Name <E-mail>** **Attendance**


Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Organizer
OCO All HQ Users <OCOAllHQUsers@ed.gov>	Required
OII All Users <OIAllUsers@ed.gov>	Required
OS Employees only <OSEmployeesonly@ed.gov>	Required
OS Correspondence <OSCorrespondence@ed.gov>	Required
OS Exec Sec <OExecSec@ed.gov>	Required
OS Immediate <OSImmediate@ed.gov>	Required
OS Intl Affairs <OUSPES/IA@ed.gov>	Required
OS OET <OSOET@ed.gov>	Required
OESE Executive Office <OESEExecutiveOffice@ed.gov>	Required
OESE Indian Education <OESE_Indian_Education@ed.gov>	Required
OESE IAP Staff <IAP_Staff@ed.gov>	Required
OESE OAS <OESE_OAS@ed.gov>	Required
OESE OAI <OESEOAI@ed.gov>	Required
OESE OSHS <OESEOSHS@ed.gov>	Required
OESE OEL <OESEOEL@ed.gov>	Required
OESE OSS <OESEOSS@ed.gov>	Required

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### Wednesday, July 19, 2017


**Time** 7:59 AM – 1:54 PM  
**Subject** Flight: DCA --> DEN  
**Location** United 531/454 confirmation: (b)(6)  
**Show Time As** Busy

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**Time** 1:30 PM – 2:00 PM  
**Subject** Review of Invitations to the Secretary  
**Location** Deputy Secretary's Office  
**Recurrence** Occurs every Wednesday effective 5/31/2017 until 7/19/2017 from 1:30 PM to 2:00 PM  
**Show Time As** Busy

Please note the location change. Thanks!

Alvin		
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Manalo, Alvin <Alvin.Manalo@ed.gov>	Organizer
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Honeysett, Adam <Adam.Honeysett@ed.gov>	Required
	Stratman, Karen <Karen.Stratman@ed.gov>	Required
	Simmons, Lee (Dougie) <LeeD.Simmons@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Stanley, Taylor <Taylor.Stanley@ed.gov>	Required
	Newman, Jessica <Jessica.Newman@ed.gov>	Required
	Breeding, Nathaniel <Nathaniel.Breeding@ed.gov>	Required
	Ernst, Allen <Allen.Ernst@ed.gov>	Required
	Broadwater, Sara <Sara.Broadwater@ed.gov>	Required
	Coxen, Carrie <Carrie.Coxen@ed.gov>	Required
	Ramirez, Andrea <Andrea.Ramirez@ed.gov>	Required
	McHam, Gerren <Gerren.McHam@ed.gov>	Optional
	Nations, Kayla <Kayla.Nations@ed.gov>	Optional
	Abramczyk, Nicholas <Nicholas.Abramczyk@ed.gov>	Optional

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Sarah Delahunty  
Office of the Secretary  
U.S. Department of Education  
O: 202-453-5615  
M: 202-480-1542

DeVos, Betsy

2:00 PM – 2:30 PM **Free**

2:30 PM – 3:00 PM [Check in about Story Gathering](#)  
Skype  
Linnehan, Meredith

3:00 PM – 4:00 PM [Executive Secretariat Briefing](#)  
Secretary's Conference Room (OS Managed)  
Venable, Joshua

4:00 PM – 5:00 PM **Free**

5:00 PM – 5:30 PM **Free**

5:30 PM – 6:30 PM [10 Day Look Ahead](#)  
Secretary's Conference Room (OS Managed)  
Venable, Joshua

**After 6:30 PM Free**

**Fri, Apr 14**

All Day 

(b)(6)

**Before 8:00 AM Free**

**8:00 AM – 1:00 PM Free**

1:00 PM – 1:30 PM [OSP Briefing](#)  
Secretary's Conference Room (OS Managed)  
Venable, Joshua

**1:30 PM – 2:30 PM Free**

2:30 PM – 3:00 PM [Planning Meeting on Milken Institute Conference](#)  
Secretary's Conference Room  
Delahunty, Sarah

**3:00 PM – 3:30 PM Free**

3:30 PM – 4:00 PM 

(b)(5)

  
bullpen  
Ferguson, Gillum

**4:00 PM – 4:45 PM Free**

4:45 PM – 5:15 PM [Weekly Update: Comms Triumvirate](#)  
COS Office  
Venable, Joshua

**After 5:15 PM Free**

## Details

**Tuesday, February 07, 2017**

**Time** 3:00 PM – 3:30 PM  
**Subject** Beachhead Meeting  
**Location** Secretary Conference Room  
**Show Time As** Tentative

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Buchesky, Stanley	Required
	Botel, Jason	Required
	Cox-Roush, Deborah	Required

Kossack, Andrew	Required
Manning, James	Required
Reynolds, Cody	Required
Ham, Holly	Required
Shaheen, Patrick	Required
Ventimiglia, Eric	Required
Young, Patrick	Required
Bailey, Nathan	Required
Oberlies, Michael	Required
Frendewey, Matthew	Required
Ferguson, Gillum	Required
Hudson, Alexandra	Required
Chamberlain, Michael	Required
Holden, Ronald	Required
Delahunty, Sarah	Required
Rigas, Laura	Required
Ruddock, Neil	Required
Lee, Ebony	Required
Brickman, Michael	Required
Toner, Jana	Required
Rierner, Jeffrey	Required
Eck, Kevin	Required
Ward, Jerry	Required
Ramos, Beatriz	Required

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### Wednesday, February 08, 2017

**Time** 2:00 PM – 2:30 PM  
**Subject** All-Staff Meeting and Meet & Greet with Sec. Betsy DeVos  
**Location** Barnard Auditorium, LBJ, and Online  
**Show Time As** Busy  
 Employees are invited to the first All-Staff Meeting with Secretary of Education Betsy DeVos

Wednesday, Feb. 8, 2:00 PM -2:30 PM ET

Barnard Auditorium, LBJ Building and on [HYPERLINK "http://mediasite.ed.gov/"](http://mediasite.ed.gov/) Mediasite\* and [HYPERLINK "http://edstream.ed.gov/"](http://edstream.ed.gov/) EDstream\* with live captioning. Sign-language interpreting will be provided.

#### AGENDA

Welcoming Remarks, Acting General Counsel Phil Rosenfelt  
 Remarks from Secretary of Education Betsy DeVos  
 Informal Meet and Greet

#### \*MEDIASITE & EDSTREAM

Employees may watch this event live or later via the archives at the same links.

#### MEDIASITE INSTRUCTIONS:

For employees working inside ED buildings, use Internet Explorer to access HYPERLINK "http://mediasite.ed.gov/" Mediasite at this link.

**EDSTREAM INSTRUCTIONS:**

For teleworkers, this event will also air on HYPERLINK "http://edstream.ed.gov/" EDstream at this link. You cannot access EDstream while logged into HYPERLINK "http://gotowork.ed.gov" gotowork.ed.gov or Aventail/Citrix. You may be able to see the event, but you will not be able to hear it. You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link provided.

If you have questions of problems with Mediasite or EDstream, please call the Help Desk at 202 708 4357.

Attendees	Name	Attendance
	ED Internal Communications	Organizer
	DoED - All ED Employees	Required

**Time** 5:00 PM – 5:30 PM  
**Subject** Follow up/Status on IDFA ed.gov website outage  
**Location** Conf call: (b)(6) Pascode: (b)(6)  
**Importance** High  
**Show Time As** Busy  
Follow up to get status on:

(b)(5)

Attendees	Name	Attendance
	Hammersmith, Carollynn	Organizer
	Hill, Allen (Allen.Hill@ed.gov)	Required
	Wood, Tony (Tony.Wood@ed.gov)	Required
	Long, Tracy	Required
	Thomson, Kip	Required
	Watson, Keith	Required
	Steenen, Paul	Required
	McDonald, Walter (Walter.McDonald@ed.gov)	Required
	Gray, Jason (Jason.Gray@ed.gov)	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Mamaril, Ryan	Optional
	Roseboom, Adrian (Contractor)	Optional
	Kong, Andrew	Optional

**Thursday, February 09, 2017**

**Time** 12:30 PM – 1:30 PM  
**Subject** Communications Strategy Meeting  
**Location** COS Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required

**Time** 1:00 PM – 2:00 PM  
**Subject** Face-to-Face with Beachhead Comms Team and Special Projects Leads  
**Location** SE231  
**Show Time As** Busy  
 This is an opportunity to explain the Special Projects work to new appointees.

Attendees	Name	Attendance
	Dorfman, Cynthia	Organizer
	Rizzo, Juliette	Required
	Fowler, Anthony	Required
	Frendewey, Matthew	Required
	Sullivan, Jermaine	Required
	Ferguson, Gillum	Required
	Ventimiglia, Eric	Required

**Time** 3:00 PM – 4:00 PM  
**Subject** FW: Office of Rural and Community Engagement Weekly Conference Call  
**Location** Teleconference  
**Show Time As** Busy  
 Good morning –

Jermaine Sullivan recommended I forward the calendar invite for the Thursday (2/9) conference call meeting with the Office of Rural and Community Engagement Team. We are looking forward to it, and please let me know if you have any questions or need additional information/material in advance of the meeting. Thanks,

Dennis Bega.  
ED/OCO

-----Original Appointment-----

From: Bega, Dennis  
 Sent: Wednesday, February 01, 2017 4:23 PM  
 To: Bega, Dennis; Schweitzer, Sherry; Littlejohn, Helen; Jones, Shirley (HYPERLINK "mailto:Shirley.Jones@ed.gov" Shirley.Jones@ed.gov); Barison, Joe; Mayo, Darlene  
 Subject: Office of Rural and Community Engagement Weekly Conference Call  
 When: Thursday, February 09, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Teleconference

Weekly Conference Call for Office of Rural and Community Engagement

Please Dial: (b)(6) Enter (b)(6)

Agenda to follow.

Attendees	Name	Attendance
	Bega, Dennis	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Sullivan, Jermaine	Required
	Dorfman, Cynthia	Required
	Schweitzer, Sherry	Required
	Littlejohn, Helen	Required
	Jones, Shirley (Shirley.Jones@ed.gov)	Required
	Barison, Joe	Required
	Mayo, Darlene	Required

---

**Friday, February 10, 2017**

**Time** 12:00 PM – 12:30 PM  
**Subject** Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Conference Line (b)(6)  
Participant Code (b)(6)

Attendees	Name	Attendance
	Rosenfelt, Phil	Organizer
	McLaughlin, Maureen	Required
	Conaty, Joe	Required
	Mahaffie, Lynn	Required
	McFadden, Elizabeth	Required
	Botel, Jason	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Venable, Joshua	Required
	Young, Patrick	Required
	Ventimiglia, Eric	Required
	Carter, Denise	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Lee, Ebony	Required

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**Monday, February 13, 2017**

**Time** 11:00 AM – 11:45 AM  
**Subject** MSAP Discussion  
**Location** Conference call number: (b)(6) participant code (b)(6)  
leader code: (b)(6)  
**Show Time As** Busy  
Please enter the participant code: (b)(6) Anna will activate the call with the leader code.

Attendees	Name	Attendance
	Todd, Jennifer	Organizer
	Hinton, Anna	Required

Ruddock, Neil	Required
Bailey, Nathan	Required
Ferguson, Gillum	Required
Holden, Ronald	Required
Anderson, Margo	Required

---

**Time** 12:00 PM – 12:30 PM  
**Subject** Hold for Standing Meeting with Beachhead Team and OS, ODS, OUS, OGC  
**Location** Secretary's Conference Room (OS Managed) Conference Line: (b)(6)  
 (b)(6) Participant Code: (b)(6)  
**Attachments** Rules of the Road February 2017.docx  
 Deeper Dive Meetings Annotations (3).docx  
 ED Meeting Matrix - Feb 2017.docx  
**Show Time As** Busy  
 Conference Line: 866-774-3196,  
 Participant Code: 7515008

We discussed having a Monday meeting at Friday's meeting

Possible Agenda:

List of Deeper Dive Meetings  
 Rules of the Road (how to raise issues and get them resolved)  
 Meeting Matrix (including Communications Weekly Meeting) and  
 Practices We May Want to Consider  
 How to Move Things on Hold

Attendees	Name	Attendance
	Rosenfelt, Phil	Organizer
	McLaughlin, Maureen	Required
	Conaty, Joe	Required
	Mahaffie, Lynn	Required
	McFadden, Elizabeth	Required
	Botel, Jason	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Venable, Joshua	Required
	Toner, Jana	Required
	Ventimiglia, Eric	Required
	Carter, Denise	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Lee, Ebony	Required
	McHugh, Erin	Required

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**Time** 1:00 PM – 2:00 PM  
**Subject** CFC Awards Ceremony  
**Location** LBJ Barnard Auditorium  
**Show Time As** Busy  
 The CFC Awards Ceremony takes place soon! Celebrate what you and your colleagues accomplished during ED's incredible 2016 CFC campaign. There will be cake! See details below.

The CFC Awards Ceremony takes place Feb. 13 from 1PM—2PM in LBJ's Barnard Auditorium.

The Combined Federal Campaign (CFC) Awards Ceremony is an opportunity to say THANK YOU to everyone who made ED's 2016 CFC campaign an incredible, record-breaking success.

A variety of awards recognizing the department, individual offices, campaign workers, and donors will be given out. Join your colleagues in celebrating what you've accomplished together. There will be cake!

Let's celebrate a record-breaking campaign.

With your help, ED achieved incredible results for charities and causes in desperate need of resources.

ED's 2016 Combined Federal Campaign raised over \$535K, well above our \$515K dollar goal. The last time ED achieved its dollar goal was 4 years ago in 2012!

We wanted to see at least 35% of the Department participate in the 2016 campaign. Amazingly, over 35% of ED contributed, a 5 percentage point increase over 2015's participation rate—more than double the increase warranting special recognition from the national campaign.

The ED family demonstrated remarkable generosity. We outperformed the overall campaign on several fronts, including % toward dollar goal, participation rate, avg. donation, and avg. gift per capita.

Go ED. Now let's celebrate!

For people outside of an ED building, watch the event here: <https://edstream.ed.gov/webcast/Play/7cfd8065e8e441a0b9273a3de92bdacf1d>. Those inside of an ED building can go to [mediasite.ed.gov](https://mediasite.ed.gov)

If you require other reasonable accommodations to participate in this event, please contact Daniel McGinn-Shapiro by phone, 202-245-

7251, or email at Daniel.McGinnShapiro@ed.gov no later than February 8.

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	CFC	Organizer
	DoED - UCP - ED Employees	Required
	DoED - LBJ - ED Employees	Required
	DoED - PCP - ED Employees	Required
	Moak, Rebecca	Optional
	McMahon, Sean	Optional
	Chapman, Sheilah	Optional
	Blount, Venus	Optional
	Plight, Andrea	Optional
	Barnes, Nelda	Optional
	McDade, John	Optional
	Bennett, Ron	Optional
	Malone, Emily	Optional
	Lewis, Crystal	Optional
	Weber, Keely	Optional
	Addie, Sean	Optional
	Bruce, Sandra	Optional
	McCormick, Christopher	Optional
	Bazile, Alexis	Optional
	Hoblitzell, Barbara	Optional
	Allen, Charles	Optional
	Oberlies, Michael	Optional
	Nevarez, Rafael	Optional
	Wood, Tina	Optional
	Ramakris, Jessica	Optional
	Koumare, Tracy	Optional
	Simonds, Camille	Optional
	Winters, Deborah	Optional
	Cooper, Adam	Optional
	Layton, Robert	Optional
	Joseph, Dejah	Optional
	Arthur, Susan	Optional
	Hammersmith, Carolynn	Optional
	Richards, Jim	Optional
	Jefferson, Denise	Optional
	Lee, Janice	Optional
	Liu, Rebecca	Optional
	Montgomery, Taylor	Optional
	Metzger, Ivan	Optional
	Carter, Sharon	Optional
	Kasior, Anna	Optional
	Burford, Tony	Optional
	Scott, Tracey	Optional

Armwood, Rick	Optional
Lowery, Stephanie	Optional
Weiss, Nathan	Optional
Carter, Denise	Optional
Estep III, Bobby	Optional
Tate, Christopher	Optional
Kesner, Paul	Optional
Simeone, Anthony	Optional
Drew, Andrea	Optional
Aghdami, Kamran	Optional
Chism, Monique	Optional
Johnson, Javette	Optional
Wehausen, Robert	Optional
Ebanks, Caroline	Optional
Rines, Darryl	Optional
Callins, Corrinne	Optional
Jung, Britt	Optional
Montanti, Irene	Optional
Dyson-Duffy, Lisa	Optional
Lopez, Francisco Javier	Optional
Fowler, Anthony	Optional
Crawley, Shelby	Optional
Rubin, Todd	Optional
Zimmermann, Jacquelyn	Optional
Beth, Brittany	Optional
Smith, Richard	Optional
Crim, Susan	Optional
Booth, Lindsay	Optional
Gardner, Ashley	Optional
Quesinberry, Elaine	Optional
Doney, Joseph	Optional
Reed, Rosalyn	Optional
Clarke, Robbie V.	Optional
Haigh, John	Optional
Brickman, Michael	Optional
Reinhard, Kristin (OIG)	Optional
Doyle, William	Optional
Washington, Lisa D.	Optional
Bunk, Andrew	Optional
Hathcock, John	Optional
Jackson, Tonia	Optional
Huber, Amy	Optional
Bassett-King, Lenear	Optional
Kostic, Kandice	Optional
Piskator, Gene	Optional
Pope, Tracy	Optional

Murrish, Sidney N.	Optional
Reynolds, Richard (Tim)	Optional
Slater, Kesha	Optional
Miceli, Roberta	Optional
Harwarth, Irene	Optional
Fernando, Roy	Optional
Alfuth, Jon	Optional
Hudgins, Rodney	Optional
Kelly, Patrick	Optional
Eskelsen, Eric	Optional
McDevitt, Lisa	Optional
Murphy, Robert	Optional
Pinckney, Christine F.	Optional
Carriedo, Andres	Optional
Gray, Michael	Optional
Trick, Frederic	Optional
Taverner, Theodore	Optional
Anderson, Alexis	Optional
Ponce, Carola	Optional
Suris, Ralph	Optional
Betancourt, Alberto	Optional
Keohane, Bryan	Optional
Sattler, Neil	Optional
Collins, Jackie	Optional
Pabulos, Kaegy	Optional
Frendewey, Matthew	Optional
Henschel, Gregory	Optional
Berkowitz, David	Optional
Choi, Jean	Optional
Garcia, Sandra	Optional
Spitzgo, William	Optional
Letourneau, Kristina	Optional
Cox-Roush, Deborah	Optional
Lopez, Lea	Optional
Tuia, Justis	Optional
Wolfson, Erik	Optional
Ramirez, Lisa	Optional
Berry, Robert	Optional
Cuffey, Linda	Optional
Fenwick, Beverly	Optional
Roberts, Sherika	Optional
Osineme, Sylvester	Optional
Eldridge, Elizabeth	Optional
Stullich, Stephanie	Optional
Wise, Shane	Optional
Taylor, Katherine	Optional

Todt, Andrea	Optional
Kirksey, Glenn	Optional
Hernandez, Ricardo	Optional
Washington, Lenore	Optional
Farmer, Katrina	Optional
Hill, Allen	Optional
Kimball, Karen	Optional
Wood, Tony	Optional
Goff, Jessica	Optional
Schmidt, Ashlee	Optional
Free, James	Optional
Savage, Jay	Optional
Christopher, Elise	Optional
Lankford, Sharon	Optional
Avery, Tawanda	Optional
Thomas, Sylvia	Optional
Cook, John	Optional
Bennett, Sarah	Optional
Frazier, Wanda	Optional
Chhabra, Vinita	Optional
Osby, Shamanda	Optional
Miller, Daniel J	Optional
Lowe, Eddie	Optional
Powell, James	Optional
Cadet, Jean-Paul	Optional
Fleming, Patrice	Optional
Boccanfuso, Christopher	Optional
Shewack, Linda	Optional
Bennett, Debra	Optional
Grigoryan, Vahan	Optional
Sullivan, Madeline	Optional
Cunningham, Phavy	Optional
Revell, David	Optional
Farris, Danny	Optional
Escalante, Melissa	Optional
Broadus, Wanda	Optional
Hartle, Jesse	Optional
Brinson, Donald	Optional
Semaszczuk, Slawko	Optional
Stetser, Marie	Optional
Draughn, Michelle	Optional
Janssen, Pamela	Optional
Wolridge, Curtis	Optional
Hong, Jennifer	Optional
Shipp, Paula	Optional
Whitaker, Calvin	Optional

Rhodes, Lisa	Optional
Winzer, Etienna (ET)	Optional
Riddick, Angela	Optional
Ferguson, Gillum	Optional
Rooney, Patrick	Optional
Olmeda, Rosa	Optional
Williams, Leo	Optional
Pace, Sheba	Optional
Ryan, Sam	Optional
Griffin, Wesley	Optional
Band, Michael	Optional
Joseph, Denise	Optional
Ramsey, Tara	Optional
Cross, Freddie	Optional
Barthmaier, James	Optional
Honeysett, Adam	Optional
Ewell, Mae	Optional
Evola, Josephine	Optional
Morris, Michael	Optional
Segich, Richard	Optional
Steenen, Paul	Optional
Taliaferro, Jason	Optional
Williams, Sydney	Optional
Madsen, Stephen	Optional
Diamond, Tina	Optional
Johnson, Consuelo	Optional
Fenton, Christopher	Optional
Pollard, Daniel	Optional
McCarroll, Jill	Optional
Toussaint, Monique	Optional
Rodrigue, Tiina	Optional
McClendon, Jenny	Optional
Metcalf, Catherine	Optional
Brown, Matt	Optional
White, Carla	Optional
Hendrickson, Michael	Optional
Douglas-Green, LaShawn	Optional
Silvan, Melvin	Optional
Miller, Rebecca	Optional
Broschi, Michael	Optional
Slijepcevic, Stacey	Optional
Peasley, Donald	Optional
Eichner, Jill	Optional
Santy, Ross	Optional
Watson, Jeffrey	Optional
Torres, Jessica	Optional

Ohnemus, Edward	Optional
Richardson, Andre	Optional
Berg, Erin	Optional
Hill, Paula	Optional
Prather, Stephanie	Optional
Morgan, Earl	Optional
Roach, Ronald	Optional
Burley, Milton	Optional
Butler, Brandice	Optional
Reyes, Frederick	Optional
Tucker, Michelle	Optional
Young, Jennifer (OGC)	Optional
Ferg-Cadima, James	Optional
Mercer, Bob	Optional
Bray, Debra	Optional
Rigas, Laura	Optional
Friendly, Deborah	Optional
Hodgdon, Jane	Optional
Boone, Nicole (FSA)	Optional
Holmes, Michael	Optional
Elie, Erika	Optional
Baig, Abdul	Optional
Hudson, Alexandra	Optional
Byrne, Debra	Optional
Judd, Elizabeth	Optional
Robinson, Mark	Optional
Nawaz, Ann	Optional
Killian, Kathy	Optional
Shields, Trina	Optional
Cantos, Ollie	Optional
Chamberlain, Michael	Optional
Butler, Connie	Optional
Rosenberg, Joshua	Optional
Rangel, Alfonso	Optional
Gill, Amandeep	Optional
Sowell, Felicia	Optional
Bookman, Adam	Optional
Price, Veronica	Optional
Sanchez, Carmen	Optional
Cotton, Julius	Optional
Cooke, Geneise	Optional
Ritter, Kimberly	Optional
Schweitzer, Sherry	Optional
McKenzie, Carla	Optional
Lee, Ebony	Optional
Olufemi, Cyril	Optional

Martin, Nancy	Optional
Goodridge, Marcella	Optional
Merolli, Emily	Optional
Gwaltney, Patricia	Optional
McDermott, Maryann	Optional
Cook, Karolyn	Optional
Love, Mark	Optional
Blanchett, Irma	Optional
Perry, Tracey	Optional
Galik, Daniel	Optional
Colon, Nina	Optional
Bryant, Shirley A	Optional
Dalton, Ashby	Optional
Curtis, Alisha	Optional
Albro, Elizabeth	Optional
Gray, Calonie	Optional
Berrios, Oscar	Optional
Freeman-Simpkins, Mary	Optional
Turner, Sonja	Optional
Pollard, Erin	Optional
Aiello, Joe	Optional
Moye, Teshannee	Optional
Young, Gizelle	Optional
Stallings, Aubrey	Optional
Grossinger, Janel	Optional
Burke, Sandra	Optional
Hibler, Wyndon	Optional
Wilson, Otis	Optional
Starr, Benjamin	Optional
Shakir, Barakat	Optional
Mathew, Rebecca	Optional
Rodriguez, Jennifer	Optional
Arter, Nicholas	Optional
Outland, Frances	Optional
Reid, Hugh	Optional
Goodman, Amber	Optional
Johnson, Lakiyah	Optional
McFadden, Darryl	Optional
Provasnik, Stephen	Optional
Toye, Diarra	Optional
Toles, Vacherrie	Optional
Larson, Meredith	Optional
Lucas, Richard	Optional
Foss, Ian	Optional
Anderson, Robert	Optional
Tofig, Dana	Optional

Barr, Bernard	Optional
Owen, Nicholas O.	Optional
Coverson, Marcella	Optional
Yang, Quan	Optional
Manuel, Camille	Optional
Courchaine, Tara	Optional
Jackson, Eric D.	Optional
Roberts, Edie	Optional
Jones, LaShae	Optional
Lee, Carolyn	Optional
Ingalls, Katrina	Optional
Linnehan, Meredith	Optional
Caesar, Hilbert	Optional
Brown, Glennette	Optional
Franklin, Sedika	Optional
Moser, William	Optional
Weaver-Dugan, Michele	Optional
Pope, Toni	Optional
Jackson, Nathaniel	Optional
Stracke, Linda	Optional
Wensil, Brenda	Optional
Fergusson, Tammi	Optional
Kelley, Antione	Optional
Erdelyi, Tom	Optional
Thompson, D'Mekka	Optional
Logan, Jonathan	Optional
Flamm, Doug	Optional
Leonard, Angie	Optional
Mitchell, Tracy	Optional
Campbell, Therese	Optional
Schneer, Matthew	Optional
Burton, Marilyn	Optional
Preston, Lincairn	Optional
Puram, Shruti	Optional
Roppel, Robert	Optional
Tripp-Melby, Pamela	Optional
Budd, Sally	Optional
Costello, Bianca	Optional
Pollard, Monique	Optional
Risch, Judith	Optional
Keenan, Cheryl	Optional
Gilroy, Jeanne	Optional
Pleasant, Larra	Optional
Jennings, Michele	Optional
Sheehan, Richard	Optional
Giarratano, Frank	Optional

Turner, Gabrielle	Optional
Boyd, Caryn	Optional
Evans, Jennifer	Optional
Marsh, LaTasha	Optional
Schellenberg, Ken	Optional
Connolly, Shauna	Optional
Payne, Gail	Optional
Hutko, Erika	Optional
Herbert, Doug	Optional
Priebe, Mark	Optional
e.sikali.work@gmail.com	Optional
Cutler, Samantha	Optional
Dirrigl, Mary Louise	Optional
Eisner, Elizabeth	Optional
Swann, Patrice	Optional
Ford, Kim R.	Optional
Lloyd, Leslie	Optional
Johnson, Cheyenne	Optional
Sanzenbacher, Andrew	Optional
Walker, Stacey	Optional
Anderson, Margo	Optional
Condah, L'Tosha	Optional
Jennings, Annette	Optional
Gales, Stephanie	Optional
Buchesky, Stanley	Optional
Gupta, Sanjay	Optional
Willoughby, Leslie	Optional
Winston, Melanie	Optional
Murray, Jacqueline L	Optional
Brasiel, Sarah	Optional
Parkinson, Tom	Optional
Broady, Cheryl	Optional
Ross, Chareese	Optional
Milner, Jillisa	Optional
Walls, Kristen	Optional
McLaughlin, Maureen	Optional
Battle, Cynthia	Optional
Nguyen, Thai-Hoa	Optional
Habash, Janice	Optional
Harris, Terry	Optional
Cohen-Boyer, Gillian	Optional

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**Time** 3:00 PM – 4:00 PM  
**Subject** Beachhead Briefing (T)  
**Location** Office of the Secretary  
**Show Time As** Busy  
 Agenda forthcoming

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Venable, Joshua	Required
	Ventimiglia, Eric	Required
	Manning, James	Optional
	Buchesky, Stanley	Optional
	Young, Patrick	Optional
	Ferguson, Gillum	Optional
	Frendewey, Matthew	Optional
	Lee, Ebony	Optional
	Botel, Jason	Optional

**Time** 5:00 PM – 6:00 PM  
**Subject** Beachhead Briefing  
**Location** Office of the Secretary  
**Show Time As** Busy  
 Agenda forthcoming

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Venable, Joshua	Required
	Ventimiglia, Eric	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Young, Patrick	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Lee, Ebony	Required
	Botel, Jason	Required

#### Tuesday, February 14, 2017

**Time** 9:30 AM – 9:50 AM  
**Subject** Call with ACCT's Jee Hang Lee  
**Location** (b)(6) passcode (b)(6)  
**Show Time As** Busy

These questions for Jee Hang:

- Key issues that members will raise?
- Audience size?
- His suggested format for the breakfast session?
- Other issues?

(b)(5)

Thanks,  
Karen

Attendees	Name	Attendance
	Stratman, Karen	Organizer
	Ferguson, Gillum	Required
	Dorfman, Cynthia	Required

Frendewey, Matthew	Required
Taber, Tiffany	Required
Apostolides, Melissa	Required

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**Time** 10:00 AM – 11:00 AM  
**Subject** Transition Team Meeting  
**Location** WDCFB6-5E101 (Managed)  
**Show Time As** Busy  
The conference line is (b)(6) Participant: (b)(6)

Attendees	Name	Attendance
	Copsey-Maddox, Jeannie	Organizer
	Williamson, Elizabeth	Required
	Malico, Melinda	Required
	Coleman, Malissa	Required
	Padgett, Jennifer	Required
	Fowler, Anthony	Required
	Cuffey, Linda	Required
	Landis, Patricia	Required
	Grant, Theresa	Required
	Richburg, Martin	Required
	Williams, Leslie	Required
	Dorfman, Cynthia	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Sullivan, Jermaine	Required

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**Time** 2:00 PM – 2:30 PM  
**Subject** Personnel  
**Location** Gillum's Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Toner, Jana	Organizer
	Ferguson, Gillum	Required

---

**Time** 2:30 PM – 3:00 PM  
**Subject** WebTA Tutorial  
**Location** 7W203  
**Show Time As** Busy  
Welcome to the Office of the Secretary

Good morning Gillum – We would like to meet with you on Tuesday at 2:30 pm for a 30 minute deskside tutorial on WebTA.

WebTA is the Department's electronic time and attendance system and is used to record your duty hours and process your leave requests, and ultimately ensures that you get paid. Duty hours are based on a 8.5 hour work day and each pay period captures a two week timeframe. The current pay period began February 6th, and ends on Friday February 17th.

This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks  
LaVerne Chester  
Executive Management Staff

Attendees	Name	Attendance
	Chester, LaVerne	Organizer
	Ferguson, Gillum	Required
	Jones, Carly	Required

**Time** 3:30 PM – 4:30 PM  
**Subject** State and Local Engagement Team Meeting  
**Location** WDCFB6-5E101 (Managed); (b)(6) Passcode: (b)(6)  
**Show Time As** Tentative  
Please join me in welcoming Matt Frendewey and Gillum Ferguson of the Beachhead Team to this special joint meeting of the State and Local Engagement Team.

Attendees	Name	Attendance
	Honeysett, Adam	Organizer
	Bakely, Cole	Required
	Bridges, Kathrina	Required
	Johnson, Jonava (Jonava.Johnson@ed.gov)	Required
	Williams, Bernice	Required
	Falken, Andrea	Required
	Hopkins, Frances	Required
	Kumi, Aba	Required
	Kuzner, Caryn	Required
	Olson, Simone	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bega, Dennis	Optional
	Dorfman, Cynthia	Optional
	Sullivan, Jermaine	Optional

Wednesday, February 15, 2017

**Time** 2/15/2017 12:00 AM – 2/18/2017 12:00 AM  
**Subject** (b)(6)  
**Show Time As** Free  
(b)(6)  

Attendees	Name	Attendance
	Oberlies, Michael	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

**Time** 9:00 AM – 9:15 AM  
**Subject** Interview with (b)(6)  
**Show Time As** Busy  

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required

Delahunty, Sarah

Required

**Time** 11:00 AM – 12:00 PM  
**Subject** Team Meeting  
**Location** Skype Meeting  
**Show Time As** Tentative  
Greetings Team –

Updating meeting to add the following:  
Removing Skype  
adding new attendees: Hoang Murphy and Elaine Venard  
providing you with the conference call information

(b)(6)

Participant's pass code: (b)(6)  
[!OC([1033])!]

Attendees	Name	Attendance
	Murray, Jacqueline L	Organizer
	Cohen-Boyer, Gillian	Required
	Stratman, Karen	Required
	Watkins-Foote, Kimberly	Required
	Jasper, Carrie	Required
	Ross, Chareese	Required
	Rodriguez, Celeste	Required
	Ryan, Sam	Required
	Ramsey, Taylor	Required
	Cadet, Jean-Paul	Required
	Kelly, Patrick	Required
	Barney, Amanda	Required
	Murphy, Hoang	Required
	Frendewey, Matthew	Optional
	Ferguson, Gillum	Optional
	Dorfman, Cynthia	Optional
	Sullivan, Jermaine	Optional
	Connolly, Kristin	Optional

**Time** 12:30 PM – 2:00 PM  
**Subject** Staff Meeting (Guest Required 1:00 - 1:30 only)  
**Location** WDCFB6-2W240-20 (Managed) Use West Elevator  
**Show Time As** Busy  
Please note our meeting has been moved to 2W240-20. We will meet with Matt Frendewey, Ron Holden and Gillum Ferguson from 1:00 – 1:30.

Attendees	Name	Attendance
	Event.Services	Organizer
	Wills, Patrice	Required
	Walls, Adrain	Required
	Dixon-Jefferson, Robin	Required
	Ashe, Anya	Required

Plourde, Kevin	Required
Ferguson, Gillum	Optional
Frendewey, Matthew	Optional
Dorfman, Cynthia	Optional
Holden, Ronald	Optional

---

**Time** 3:15 PM – 4:00 PM  
**Subject** Editorial Policy, Publications and Student Art Exhibits: Beachhead-OCO Team Meeting  
**Location** 5W100  
**Show Time As** Busy  
 We are looking forward to introducing you to publishing at ED and the Student Art Exhibit Program

Attendees	Name	Attendance
	Zimmermann, Jacquelyn	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Dorfman, Cynthia	Optional
	Sullivan, Jermaine	Optional

---

**Time** 5:00 PM – 6:00 PM  
**Subject** (b)(5)  
**Location** Office of the Secretary  
**Show Time As** Busy  
 Attendees:  
 Josh Venable, Jason Botel, Jim Manning, Gillum Ferguson, Matt Frendewey, Ebony Lee, Bob Eitel, Andrew Kossack, Justin Riemer

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Venable, Joshua	Required
	Ferguson, Gillum	Required
	Lee, Ebony	Required
	Botel, Jason	Required
	Manning, James	Required
	Eitel, Robert	Required
	Kossack, Andrew	Required
	Riemer, Jeffrey (Justin)	Required
	Delahunty, Sarah	Required
	Frendewey, Matthew	Required
	Ventimiglia, Eric	Required
	Buchesky, Stanley	Required

---

**Thursday, February 16, 2017**

**Time** 9:00 AM – 9:30 AM  
**Subject** Data Mgmt. & FOIA Briefing  
**Location** 1W126 - Training and Development Center  
**Show Time As** Busy  
 Please note new room location 1W126 (Training Center)

Data Management and Freedom of Information Act (FOIA) Briefing

Attendees  
 Jason Botel  
 Nate Bailey  
 Michael Brickman  
 Michael Chamberlain  
 Deborah Cox-Roush  
 Ronald Holden  
 Ebony Lee  
 Laura Rigas  
 Jana Toner  
 Jeffrey Riemer  
 Neil Ruddock  
 Sarah Delahunty  
 Patrick Young  
 Matthew Frendewey  
 Alexandra Hudson  
 Gillum Ferguson  
 Beatriz Ramos  
 Michael Oberlies  
 Bob Eitel  
 Lee (Dougie) Simmons

Attendees	Name	Attendance
	Botel, Jason	Organizer
	Bailey, Nathan	Required
	Brickman, Michael	Required
	Chamberlain, Michael	Required
	Cox-Roush, Deborah	Required
	Holden, Ronald	Required
	Lee, Ebony	Required
	Rigas, Laura	Required
	Toner, Jana	Required
	Riemer, Jeffrey	Required
	Ruddock, Neil	Required
	Delahunty, Sarah	Required
	Young, Patrick	Required
	Frendewey, Matthew	Required
	Hudson, Alexandra	Required
	Ferguson, Gillum	Required
	Oberlies, Michael	Required
	Styles, Kathleen	Required
	Eitel, Robert	Required
	Simmons, Lee (Dougie)	Required
	Ramseur, Kevin	Optional
	Besong, Laura	Optional
	Smith, Sherry	Optional
	Taylor Hansen	Optional

**Time** 11:30 AM – 12:15 PM  
**Subject** FW: Team Meeting with Gill  
**Location** WDCFB6-5E101 (Managed) via Skype or dial in using

(b)(6)

Participant's pass code (b)(6)

**Attachments** 2017\_NationalandStateEngagementHandout.pub

**Show Time As** Busy

Gill/Matt:

In preparation for our team meeting, here's a one-pager on the Nat'l Engagement Team (NET), including staff's outreach focus areas; the backside gives more information of the sort of work we do in service to the Department and external stakeholders. Just as FYI, we'll have copies at the meeting.

As the Fellowship is a part of NET, our three full-time Fellows also attend our meetings, as well our Lee Fellow, and tomorrow we'll have one of our five part-time Fellows join the meeting via Skype to represent their work. Here is a link to our Fellows:  
<https://www2.ed.gov/programs/schoolfellowship/awards.html>

See you tomorrow,  
Karen

-----Original Appointment-----

From: Murray, Jacqueline L  
Sent: Wednesday, February 15, 2017 1:18 PM  
To: Murray, Jacqueline L; WDCFB6-5E101 (Managed); Cohen-Boyer, Gillian; Stratman, Karen; Watkins-Foote, Kimberly; Jasper, Carrie; Ross, Chareese; Rodriguez, Celeste; Ryan, Sam; Ramsey, Taylor; Cadet, Jean-Paul; Kelly, Patrick; Barney, Amanda; Murphy, Hoang; Connolly, Kristin  
Subject: Team Meeting with Gill  
When: Thursday, February 16, 2017 11:30 AM-12:15 PM (UTC-05:00) Eastern Time (US & Canada).  
Where: WDCFB6-5E101 (Managed) via Skype or dial in using  
(b)(6) Participant's pass code: (b)(6)

Team –

As a reminder for tomorrow's team meeting, please have your no-more-than 3- to 4-minute statement/ask to Gill ready to go, and I'll keep each of us at time.

à HYPERLINK "https://meet.lync.com/usdedeop/sam.ryan/M8R03T0F"  
Join Skype Meeting

Attendees	Name	Attendance
	Murray, Jacqueline L	Organizer
	WDCFB6-5E101 (Managed)	Required
	Cohen-Boyer, Gillian	Required
	Stratman, Karen	Required
	Watkins-Foote, Kimberly	Required
	Jasper, Carrie	Required
	Ross, Chareese	Required
	Rodriguez, Celeste	Required
	Ryan, Sam	Required

Ramsey, Taylor	Required
Cadet, Jean-Paul	Required
Kelly, Patrick	Required
Barney, Amanda	Required
Murphy, Hoang	Required
Connolly, Kristin	Required
Baldwin, Anna	Optional
Ferguson, Gillum	Optional
Frendewey, Matthew	Optional
Dorfman, Cynthia	Optional
Sullivan, Jermaine	Optional
Venard, Elaine	Optional

**Time** 11:30 AM – 12:30 PM  
**Subject** Beach Head National Public Engagement Meeting  
**Location** 5E101  
**Show Time As** Busy  
 All,

Just a reminder this changed meeting time. Thanks.

Attendees	Name	Attendance
	Sullivan, Jermaine	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Dorfman, Cynthia	Required

**Time** 2:30 PM – 3:00 PM  
**Subject** FW: Discuss (b)(5)  
**Location** Conference call (b)(6) Participant code: (b)(6)  
**Show Time As** Busy  
 -----Original Appointment-----  
 From: Ryder, Ruth  
 Sent: Thursday, February 16, 2017 12:05 PM  
 To: Ryder, Ruth; Ham, Holly; Rosenfelt, Phil; Conaty, Joe; Pepin, Andrew; O'Neill, Alexis  
 Subject: (b)(5)  
 When: Thursday, February 16, 2017 2:30 PM-3:00 PM (UTC-05:00) Eastern Time (US & Canada).  
 Where: Conference call (b)(6) Participant code (b)(6)

Attendees	Name	Attendance
	Ruth Leader code: (b)(6)	
	Ryder, Ruth	Organizer
	Ham, Holly	Required
	Rosenfelt, Phil	Required
	Conaty, Joe	Required
	Pepin, Andrew	Required
	O'Neill, Alexis	Required

Ferguson, Gillum	Optional
Frendewey, Matthew	Optional
Buchesky, Stanley	Optional
St.Pierre, Tracey	Optional

---

**Time** 5:00 PM – 6:00 PM  
**Subject** Strategy Meeting  
**Location** COS Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required

---

Friday, February 17, 2017

**Time** 8:30 AM – 9:30 AM  
**Subject** Fwd: idea.ed.gov status meeting  
**Location** conference call - (b)(6) passcode: (b)(6)  
**Show Time As** Busy  
Holly Ham  
U.S. Department of Education

Sent from my iPhone

Begin forwarded message:

From: "Hammersmith, Carolynn"  
To: "'Thomson, Kip'", "Long, Tracy", "Bradley, Renee", "Ryder, Ruth",  
"Steenen, Paul", "Kushiyama, Kristen", "Pepin, Andrew", "Moore,  
Ken", "Gray, Jason", "McDonald, Walter", "Morgan, Justin", "Ham,  
Holly"  
Subject: HYPERLINK "http://idea.ed.gov" idea.ed.gov status meeting

(b)(5)

Attendees	Name	Attendance
	Hammersmith, Carolynn	Organizer
	'Thomson, Kip'	Required
	Long, Tracy	Required
	Bradley, Renee	Required
	Ryder, Ruth	Required
	Steenen, Paul	Required
	Kushiyama, Kristen	Required

Pepin, Andrew	Required
Moore, Ken	Required
Gray, Jason	Required
McDonald, Walter	Required
Morgan, Justin	Required
Ham, Holly	Required
Janet Lundeen	Optional
Keith Watson	Optional
Ferguson, Gillum	Optional
Frendewey, Matthew	Optional
Buchesky, Stanley	Optional
Petersen, Molly	Optional

**Time** 1:30 PM – 2:00 PM  
**Subject** IDEA options check in  
**Location** conference call - (b)(6) passcode (b)(6)  
**Show Time As** Tentative  
 All,

(b)(5)

Attendees	Name	Attendance
	Hammersmith, Carolynn	Organizer
	'Thomson, Kip'	Required
	Long, Tracy	Required
	Bradley, Renee	Required
	Ryder, Ruth	Required
	Steenen, Paul	Required
	Kushiyama, Kristen	Required
	Pepin, Andrew	Required
	Moore, Ken	Required
	Gray, Jason	Required
	McDonald, Walter	Required
	Morgan, Justin	Required
	Ham, Holly	Required
	Janet Lundeen	Required
	Keith Watson	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Buchesky, Stanley	Required
	Petersen, Molly	Required
	King, Paul	Optional

**Wednesday, February 22, 2017**

**Time** 9:30 AM – 10:30 AM

**Subject** After Actions - IDEA  
**Location** Room 10038/PCP - (b)(6) PC: (b)(6)  
**Attachments** IDEA After Action Planning.xlsx  
**Reminder** 15 minutes  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Gray, Jason	Organizer
	Moore, Ken	Required
	Ryder, Ruth	Required
	Pepin, Andrew	Required
	Hammersmith, Carolynn	Required
	McDonald, Walter	Required
	Morgan, Justin (Justin.Morgan@ed.gov)	Required
	Steenen, Paul	Required
	Harding, Lynn	Required
	Kwari, Nicholas	Required
	Nguyen, Kim	Required
	Jefferson, Justin	Required
	Lowry, Sabrina	Required
	Mamaril, Ryan	Required
	Kim, Ann	Required
	Wood, Tony	Required
	Hill, Allen	Required
	Ham, Holly	Required
	Bradley, Renee	Required
	Zion, Gary	Required
	Cline, Kelly	Required
	Ferguson, Gillum	Required
	Galik, Daniel	Required
	Kushiyama, Kristen	Optional
	Rigas, Laura	Optional

---

**Time** 10:00 AM – 10:30 AM  
**Subject** IRC Staff Meeting  
**Location** 5E258  
**Show Time As** Busy  
Gillum Ferguson will join us for this meeting.

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Bates, Monica	Organizer
	Band, Michael	Required
	Berrios, Oscar	Required
	Hicks, Laura	Required
	McKinney, Vanessa	Required
	Patterson, Barbara	Required
	Perez, Lizbeth	Required
	Vaca, Diego	Required
	Ferguson, Gillum	Required
	Mould, Jim	Required

---

**Time** 10:30 AM – 11:00 AM  
**Subject** TAF/PAF Meeting with Secretary DeVos  
**Location** Secretary's Conference Room  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Kelly, Patrick	Organizer
	Ferguson, Gillum	Required
	Stratman, Karen	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required

---

**Time** 2:30 PM – 3:00 PM  
**Subject** Meet with TAF/PAF Team  
**Location** WDCFB6-7C101  
**Importance** High  
**Show Time As** Busy  
Gill, Matt and Nate,

Some of our Classroom Fellows ran into travel problems yesterday, and we now won't have the full team here until around 3 PM today. As a result, I'd like to see if we can move your meeting with the TAFs/PAFs from this afternoon to tomorrow morning so you have a chance to meet all the Fellows.

As luck would have it, the scheduling assistant feature of Outlook isn't working this morning, so I'm taking a shot in the dark at whether or not this time slot will work for you. If it doesn't, please let me know if there is a time that might work better. We have meetings we can't move tomorrow from 10:30-11 (Secretary DeVos) and from 1-1:45 (Jason Botel), and we have to wrap-up by 4 PM in order for part-time Fellows to make it to the airport for flights. However, beyond those constraints, we would gladly work to fit whatever is best for your schedule.

Please accept my apologies for the inconvenience and change in plans. I look forward to hearing whether or not this time can work for you.

Patrick

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Kelly, Patrick	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Stratman, Karen	Optional
	Barney, Amanda	Optional
	Bailey, Nathan	Optional

---

**Time** 4:00 PM – 4:45 PM  
**Subject** Speech Prep  
**Location** Office of the Secretary  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	DeVos, Betsy	Organizer

Frendewey, Matthew	Required
Bailey, Nathan	Required
Ferguson, Gillum	Required
Venable, Joshua	Required
Delahunty, Sarah	Required

---

**Thursday, February 23, 2017**

**Time** 9:45 AM – 10:15 AM  
**Subject** CPAC Pre-Brief  
**Location** WDCFB6-7C100  
**Show Time As** Busy  
 Update: Lets try 9:45 am. Keep in mind, many in this meeting are also attending a 10:00 am.

Hello,

Josh would like to get everyone touching today's CPAC event together for a pre-brief. As of right now –plan on 11:00 am, location TBD. If I've missed anyone on this invite – please add them or let me know!

Thanks!

Eric

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Simmons, Lee (Dougie)	Required
	Delahunty, Sarah	Required
	Holden, Ronald	Required
	Bailey, Nathan	Required
	Rigas, Laura	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Ventimiglia, Eric	Optional

---

**Time** 10:00 AM – 11:00 AM  
**Subject** Meeting with Staff RE: OMB Budget  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
 Stan  
 Jason  
 Ebony  
 Jim  
 Josh  
 Gillum  
 Matt

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	DeVos, Betsy	Organizer
	Buchesky, Stanley	Required
	Botel, Jason	Required
	Lee, Ebony	Required
	Manning, James	Required
	Venable, Joshua	Required

Ferguson, Gillum	Required
Frendewey, Matthew	Required
Delahunty, Sarah	Required

---

**Time** 4:00 PM – 4:30 PM  
**Subject** Recognition Programs Check-In  
**Location** Gillum's Office (7W203)  
**Show Time As** Busy  
 State and Local Engagement manages the Department's four recognition programs: National Blue Ribbon Schools, ED-Green Ribbon Schools, U.S. Presidential Scholars, and the President's Education Awards Program.

Attendees	Name	Attendance
	Honeysett, Adam	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required

---

**Time** 4:30 PM – 5:00 PM  
**Subject** Moving forward--one-month check-in  
**Location** 5E231  
**Show Time As** Busy

Attendees	Name	Attendance
	Dorfman, Cynthia	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

---

**Friday, February 24, 2017**

**Time** 2:00 PM – 2:30 PM  
**Subject** Meet with Beachhead Team  
**Location** 5E231  
**Show Time As** Busy

Attendees	Name	Attendance
	Dorfman, Cynthia	Organizer
	Sullivan, Jermaine	Required
	Fowler, Anthony	Required
	Rizzo, Juliette	Required
	Frendewey, Matthew	Optional
	Ferguson, Gillum	Optional

---

**Monday, February 27, 2017**

**Time** 1:00 PM – 2:00 PM  
**Subject** Hatch Act Training Session - Rescheduled II  
**Location** WDCFB6-7C101  
**Show Time As** Free  
 Please let me know if this works for your schedule.

Background  
 -----Original Message-----  
 From: Botel, Jason  
 Sent: Thursday, February 16, 2017 8:30 AM  
 To: Bailey, Nathan; Ferguson, Gillum ( [HYPERLINK](#) "mailto:Gillum.Ferguson@ed.gov" Gillum.Ferguson@ed.gov);

Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry  
Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella  
Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

Attendees	Name	Attendance
	Botel, Jason	Organizer
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Hansen, Taylor	Required
	Oberlies, Michael	Required
	Ruddock, Neil	Required
	Ward, Jerry	Required
	Toner, Jana	Required
	Goodridge, Marcella	Required
	Cox-Roush, Deborah	Required
	Smith, Kathleen	Required

<b>Time</b>	2:15 PM – 4:15 PM	
<b>Subject</b>	Passback initial discussion	
<b>Location</b>	Secretary's Conference Room	
<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Buchesky, Stanley	Organizer
	Manning, James	Required
	Navarro, Erica	Required
	Bell-Ellwanger, Jenn	Required
	Lee, Ebony	Required
	Botel, Jason	Required
	Venable, Joshua	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Conaty, Joe	Required

Kean, Larry	Optional
Cordes, Bill	Optional
Stanton, Craig	Optional
Simpson, Daniel	Optional
Martin, Nancy	Optional

---

**Tuesday, February 28, 2017**

**Time** 9:30 AM – 11:30 AM  
**Subject** Meeting with Staff RE: OMB Budget  
**Location** Secretary's Conference Room  
**Show Time As** Busy

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Buchesky, Stanley	Required
	Botel, Jason	Required
	Lee, Ebony	Required
	Manning, James	Required
	Venable, Joshua	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Delahunty, Sarah	Required

---

**Wednesday, March 01, 2017**

**Time** 10:15 AM – 11:00 AM  
**Subject** Writing Team Meeting  
**Location** Dial-In or Skype  
**Show Time As** Busy

.....  
 .....  
 à HYPERLINK "https://meet.lync.com/usdedeop/tiffany.taber/S1L2FYVH"Join Skype Meeting  
 This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

HYPERLINK "http://go.microsoft.com/fwlink/?LinkId=389737"Help

[!OC([1033])!]  
 .....  
 .....  
 Google Hangout Link:

Video call HYPERLINK  
 "https://plus.google.com/hangouts/\_/calendar/bWVYzWRpdGhiYWpnQGdtYWlsLmNvbQ.foagbgpjvuuhtqdc764st7dmo"Join video call

Conference Call Info:

Dial: (b)(6)  
 Leader: (b)(6)  
 Participant: (b)(6)

Attendees	Name	Attendance
-----------	------	------------

Taber, Tiffany	Organizer
Apostolides, Melissa	Required
Linnehan, Meredith	Required
Kerr, Patrick	Required
Frendewey, Matthew	Required
Ferguson, Gillum	Required
Dorfman, Cynthia	Required
Sullivan, Jermaine	Required
WDCFB6-5E101 (Managed)	Optional
WDCFB6-5E335 (Managed)	Optional

---

**Time** 11:00 AM – 12:00 PM  
**Subject** Meeting with Staff RE: Budget  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
 Passback and Appeal  
 2/27 3-5pm: Passback conversation with Beachhead team  
 2/28 Morn: Meeting with the Secretary on Passback (2 Hours)  
 3/1 Morn: Meeting with the Secretary on Passback (1 Hour)  
 3/1 Afternoon: Appeal letter for the Secretary's Signature

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Buchesky, Stanley	Required
	Botel, Jason	Required
	Lee, Ebony	Required
	Manning, James	Required
	Venable, Joshua	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Delahunty, Sarah	Required

---

**Time** 1:15 PM – 2:00 PM  
**Subject** PLEASE NOTE TIME CHANGE: Briefing on OLCA  
**Location** Secretary's conference room  
**Show Time As** Busy

Attendees	Name	Attendance
	McLaughlin, Maureen	Organizer
	Petersen, Molly	Required
	Smith, Kathleen	Required
	Venable, Joshua	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Lee, Ebony	Required
	Toner, Jana	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Rosenfelt, Phil	Required
	Conaty, Joe	Required

Mahaffie, Lynn	Required
McFadden, Elizabeth	Required
McHugh, Erin	Required
Oberlies, Michael	Required
Miller, Meredith	Optional

---

**Thursday, March 02, 2017**

**Time** 10:00 AM – 10:45 AM  
**Subject** Briefing on Teach to Lead  
**Location** Secretary's conference room  
**Show Time As** Busy  
 Cynthia and the Teach to Lead team will share a briefing paper the day before the meeting.

Attendees	Name	Attendance
	McLaughlin, Maureen	Organizer
	Cohen-Boyer, Gillian	Required
	Barney, Amanda	Required
	Kelly, Patrick	Required
	Stratman, Karen	Required
	Dorfman, Cynthia	Required
	Botel, Jason	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Venable, Joshua	Required
	Toner, Jana	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Lee, Ebony	Required
	Conaty, Joe	Required
	McFadden, Elizabeth	Required
	Carter, Denise	Required
	McHugh, Erin	Required
	Rosenfelt, Phil	Required
	Doolittle, Charles	Required
	Williams, Bryan	Optional

---

**Time** 10:00 AM – 12:00 PM  
**Subject** Meet with OPM  
**Location** 7W203  
**Show Time As** Busy

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**Time** 10:45 AM – 11:30 AM  
**Subject** Briefing on Organizational Performance  
**Location** Secretary's conference room  
**Show Time As** Busy  
 Joe will distribute a briefing paper the day before the meeting.

Attendees	Name	Attendance
	McLaughlin, Maureen	Organizer

Conaty, Joe	Required
McHugh, Erin	Required
Juengst, Phillip	Required
Rosenfelt, Phil	Required
McFadden, Elizabeth	Required
Mahaffie, Lynn	Required
Carter, Denise	Required
Botel, Jason	Required
Manning, James	Required
Buchesky, Stanley	Required
Venable, Joshua	Required
Toner, Jana	Required
Ventimiglia, Eric	Required
Ferguson, Gillum	Required
Friendewey, Matthew	Required
Lee, Ebony	Required
Miller, Meredith	Required
Ingram, Geyssie	Optional

**Time** 11:30 AM – 12:00 PM  
**Subject** Briefing on International Affairs, International Strategy and Global Competency  
**Location** Secretary's conference room  
**Attachments** IAO Briefing 3-2-2017 (Final).docx  
**Show Time As** Busy  
The meeting will end at noon to accommodate the Senior Leadership Cadre's meeting with the Secretary.

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Maureen will provide a briefing paper the day before the meeting.

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	McLaughlin, Maureen	Organizer
	Buchesky, Stanley	Required
	Livingston, JoAnne	Required
	Tahir, Veronica	Required
	McFadden, Elizabeth	Required
	Manning, James	Required
	Shivers-Barclay, Sambia	Required
	Ventimiglia, Eric	Required
	Conaty, Joe	Required
	Botel, Jason	Required
	Toner, Jana	Required
	Carter, Denise	Required
	Friendewey, Matthew	Required
	Rosenfelt, Phil	Required
	Miller, Rebecca	Required

Mahaffie, Lynn	Required
Lee, Ebony	Required
McHugh, Erin	Required
Nevarez, Rafael	Required
Ferguson, Gillum	Required
Venable, Joshua	Required
Wexler, Rob	Required

---

**Time** 1:30 PM – 2:00 PM  
**Subject** IRC Meeting  
**Location** WDCFB6-5E101 (Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Bates, Monica	Organizer
	Sullivan, Jermaine	Required
	Band, Michael	Required
	Berrios, Oscar	Required
	Hicks, Laura	Required
	McKinney, Vanessa	Required
	Patterson, Barbara	Required
	Perez, Lizbeth	Required
	Vaca, Diego	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Dorfman, Cynthia	Required
	Mould, Jim	Required

---

**Time** 2:00 PM – 3:00 PM  
**Subject** Web Team Content Meeting  
**Location** WDCFB6-5E101 (Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Cabell, Cynthia	Organizer
	Mould, Jim	Required
	Smigielski, Alan	Required
	Kickbush, Peter	Required
	Robinson, Sharon	Required
	Reeves, Jennifer	Required
	Devine, Katherine	Required
	Ferguson, Gillum	Required
	Pitta, Jacquelyn	Required
	Pauley, Linda	Optional
	Huffman, Diana	Optional

---

**Time** 3:30 PM – 4:00 PM  
**Subject** Connecting on youth engagement  
**Location** Gill's office  
**Attachments** U S Department of Education OCO Youth Engagement Portfolio.docx  
 Student Voices Sessions with Secretary of Education - Program

Overview.doc  
**Show Time As** Busy  
Materials

Background  
From: Ferguson, Gillum  
Sent: Monday, February 27, 2017 6:15 PM  
To: Ryan, Sam  
Subject: RE: Finding time later this week to be connected on youth engagement work

Yes definitely. Wednesday is pretty packed for me, how about some time Thursday afternoon? 330 would work on my end. Let me know if that's convenient.

Thanks!

From: Ryan, Sam  
Sent: Monday, February 27, 2017 12:20 PM  
To: Ferguson, Gillum  
Subject: Finding time later this week to be connected on youth engagement work

Hi Gillum,

Hope all is well. Just wanted to see if you were interested in touching base on youth engagement work for the Secretary. Attached is some background on projects we have done in the past. Can I put some time on your calendar for Wednesday?

Also, I was contacted by the LGBT Allied employees affinity group since I have worked with them previously on youth engagement projects. They said Jason and Matt are leading the work on the listening sessions, but happy to help there as well.

Best,

Sam

Samuel Ryan, Youth Liaison  
Office of Communications and Outreach  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202  
Suite 5E324  
HYPERLINK "mailto:Sam.Ryan@ed.gov" Sam.Ryan@ed.gov  
Office: (202) 401-1669  
Cell: (202) 631-5825

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Ryan, Sam	Organizer
	Ferguson, Gillum	Required

---

**Friday, March 03, 2017**

**Time** 11:00 AM – 12:00 PM  
**Subject** Student Art Exhibit Opening: Military Child Education Coalition  
**Location** LBJ  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Zimmermann, Jacquelyn	Organizer
	OPE All Users	Required
	OS Employees only	Required
	OS Intl Affairs	Required
	OS OET	Required
	OS Office of the Secretary	Required
	OS TA Fellows	Required
	OS Senior Staff Support Staff	Required
	OS Supervisors	Required
	OS Senior Staff	Required
	OS Scheduling	Required
	OS Immediate	Required
	OS Exec Sec	Required
	OS Correspondence	Required
	OCO All HQ Users	Required
	OII All Users	Required
	OESE All Users	Required
	Plight, Andrea	Optional
	Southwell, Debora	Optional

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#### Monday, March 06, 2017

**Time** 9:00 AM – 10:00 AM  
**Subject** Briefing on Borrower Defenses  
**Location** Secretary's conference room  
**Show Time As** Busy  
 2/28 – Apologies for the late change in schedule but Josh's schedule has changed as a result of changes in the Secretary's schedule. Thanks for your understanding.

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Lynn will provide a briefing paper the day before the meeting.

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	McLaughlin, Maureen	Organizer
	Carter, Denise	Required
	Toner, Jana	Required
	McFadden, Elizabeth	Required
	Venable, Joshua	Required
	McHugh, Erin	Required
	Ventimiglia, Eric	Required
	Runcie, James	Required
	Lee, Ebony	Required
	Frendewey, Matthew	Required
	Buchesky, Stanley	Required
	Ferguson, Gillum	Required
	Conaty, Joe	Required
	Manning, James	Required

Botel, Jason	Required
Rosenfelt, Phil	Required
Mahaffie, Lynn	Required
Zibel, Daniel	Optional
Leith, William	Optional
Kim, Laura	Optional
Jenkins, Harold	Optional
Nevin, Colleen	Optional
Siegel, Brian	Optional
McLarnon, Gail	Optional
Weisman, Annmarie	Optional
Curran, Frank D.	Optional
Urwitz, Jay	Optional
Patillo, Ashley	Optional
Riemer, Jeffrey (Justin)	Optional
Ham, Holly	Optional

**Time** 10:00 AM – 11:00 AM  
**Subject** Briefing on Lawsuits  
**Location** Secretary's conference room  
**Show Time As** Busy  
 3/1 – Apologies for the change in schedule but Josh's schedule has changed as a result of changes in the Secretary's schedule. Thanks for your understanding.

Phil and Elizabeth will send a briefing paper the day before the meeting.

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	McLaughlin, Maureen	Organizer
	Toner, Jana	Required
	Frendewey, Matthew	Required
	McFadden, Elizabeth	Required
	Botel, Jason	Required
	Conaty, Joe	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	Rosenfelt, Phil	Required
	Buchesky, Stanley	Required
	Manning, James	Required
	Venable, Joshua	Required
	McHugh, Erin	Required
	Mahaffie, Lynn	Required
	Lee, Ebony	Required
	Miller, Meredith	Required
	Bowen, Jennifer	Optional
	Jenkins, Harold	Optional
	Zibel, Daniel	Optional
	Siegel, Brian	Optional

Sasser, Tracey	Optional
Rigling, Kay	Optional
Ellis, Kathryn	Optional
Koeppel, Dennis	Optional
Wexler, Rob	Optional
Urwitz, Jay	Optional
Patillo, Ashley	Optional
Ham, Holly	Optional

**Time** 11:00 AM – 12:15 PM  
**Subject** Briefing on OSERS & WIOA issues  
**Location** Secretary's conference room : Dial- In Number: (b)(6)  
 Participant Passcode: (b)(6)  
**Show Time As** Busy  
 Dial-In Number: (b)(6)  
 Participant Passcode: (b)(6)  
 Leader: Maureen McLaughlin

3/1– Apologies for the change in schedule but Josh’s schedule has changed as a result of changes in the Secretary’s schedule. Thanks for your understanding.

(b)(5)

Attendees	Name	Attendance
	McLaughlin, Maureen	Organizer
	Ryder, Ruth	Required
	Ford, Kim R.	Required
	Anthony, Edward	Required
	Dirrigl, Mary Louise	Required
	Deutsch, Nancy	Required
	Rosenfelt, Phil	Required
	Conaty, Joe	Required
	McFadden, Elizabeth	Required
	Mahaffie, Lynn	Required
	McHugh, Erin	Required
	Botel, Jason	Required
	Venable, Joshua	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Lee, Ebony	Required
	Toner, Jana	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Miller, Meredith	Required
	Goetz, Braden	Optional

Coro, Christopher	Optional
Keenan, Cheryl	Optional
Patillo, Ashley	Optional
Ham, Holly	Optional

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**Time** 1:00 PM – 2:00 PM  
**Subject** Briefing on Civil Rights Data Collection (CRDC) (b)(6)  
**Location** Secretary's conference room - Dial-In Number: (b)(6)  
 Participant Passcode: (b)(6)  
**Show Time As** Busy  
 Dial-In Number: (b)(6)  
 Participants Passcode: (b)(6)  
 Leader: Maureen McLaughlin

2/28 – Apologies for the late change in schedule but Josh's schedule has changed as a result of changes in the Secretary's schedule. Thanks for your understanding.

Sandy Battle will send the briefing paper the day before the meeting.

Attendees	Name	Attendance
	McLaughlin, Maureen	Organizer
	Battle, Sandra	Required
	Reyes, Alejandro	Required
	Faiella, Matt	Required
	Brown, Janis	Required
	Botel, Jason	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Venable, Joshua	Required
	Lee, Ebony	Required
	Toner, Jana	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Rosenfelt, Phil	Required
	Conaty, Joe	Required
	Mahaffie, Lynn	Required
	McFadden, Elizabeth	Required
	Carter, Denise	Required
	McHugh, Erin	Required
	Bell-Ellwanger, Jenn	Required
	Poirier, Kylie	Optional
	Patillo, Ashley	Optional
	Anthony, Emily	Optional
	Churchwell, Nikki	Optional
	Ham, Holly	Optional

Carr, Peggy

Optional

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**Time** 3:30 PM – 4:00 PM  
**Subject** Speechwriting Prep Session  
**Location** WDCFB6-7E100; (b)(6) Passcode: (b)(6)  
**Show Time As** Busy  
We will use this time to discuss the goals and messaging of the Secretary's major upcoming conferences:

Council of the Great City Schools, March 13  
National Lieutenant Governors Association, March 15  
Council of Chief State School Officers, March 20  
National Association of State Boards of Education, March 20

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Honeysett, Adam	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Stratman, Karen	Required
	Apostolides, Melissa	Required
	Linnehan, Meredith	Required
	Kerr, Patrick	Optional

---

**Time** 6:00 PM – 6:30 PM  
**Subject** Scheduling Meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Hello,

This afternoon, we will be going over scheduling for March/April/May, including all meeting and event requests. I will work with Sarah to prepare documents to review.

Thanks,  
Eric

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Botel, Jason	Required
	Delahunty, Sarah	Required
	Holden, Ronald	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Lee, Ebony	Required
	Rigas, Laura	Required

---

**Tuesday, March 07, 2017**

**Time** 2:00 PM – 3:00 PM  
**Subject** Student Loan Fees Briefing  
**Location** Secretary's Conference Room  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
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DeVos, Betsy	Organizer
Eitel, Robert	Required
Rierner, Jeffrey (Justin)	Required
Ferguson, Gillum	Required
Freundewey, Matthew	Required
Venable, Joshua	Required
Ventimiglia, Eric	Required

---

**Time** 3:00 PM – 3:30 PM  
**Subject** Personnel  
**Location** 7c105  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Toner, Jana	Organizer
Ferguson, Gillum	Required

---

**Time** 4:15 PM – 4:45 PM  
**Subject** Budget check-in  
**Location** SE231  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Dorfman, Cynthia	Organizer
Freundewey, Matthew	Required
Ferguson, Gillum	Required
Bailey, Nathan	Required

#### Wednesday, March 08, 2017

**Time** 2:00 PM – 2:30 PM  
**Subject** Speech prep  
**Location** BDV  
**Show Time As** Busy

#### Thursday, March 09, 2017

**Time** 9:00 AM – 9:30 AM  
**Subject** (b)(5)  
**Location** Bob's office  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Botel, Jason	Organizer
Eitel, Robert	Required
Ferguson, Gillum	Required

---

**Time** 11:00 AM – 11:30 AM  
**Subject** Speech Prep  
**Location** Conference Call (b)(6)  
**Show Time As** Busy  
 Dial: (b)(6)  
 Leader Code: (b)(6) (Secretary DeVos)  
 Participant Code: (b)(6) (Staff)  
**Attendees**

Name	Attendance
DeVos, Betsy	Organizer

Friendewey, Matthew	Required
Ferguson, Gillum	Required
Bailey, Nathan	Required
Venable, Joshua	Required

---

**Time** 5:30 PM – 6:30 PM  
**Subject** Messaging Strategy  
**Location** COS Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Friendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required

---

**Friday, March 10, 2017**

**Time** 9:00 AM – 10:00 AM  
**Subject** Briefing on Office of Innovation and Improvement (OII)  
**Location** Secretary's Conference Room  
**Show Time As** Busy

Attendees	Name	Attendance
	McLaughlin, Maureen	Organizer
	Friendewey, Matthew	Required
	Rosenfelt, Phil	Required
	Anderson, Margo	Required
	Botel, Jason	Required
	Venable, Joshua	Required
	Carter, Denise	Required
	Mahaffie, Lynn	Required
	Ferguson, Gillum	Required
	Manning, James	Required
	McHugh, Erin	Required
	Ventimiglia, Eric	Required
	Toner, Jana	Required
	Conaty, Joe	Required
	Buchesky, Stanley	Required
	Lee, Ebony	Required
	Hinton, Anna	Optional
	Harper, Geoffrey	Optional
	Terpak, Kelly	Optional
	Huh, Stefan	Optional
	Richardson, Venitia	Optional
	Styles, Kathleen	Optional
	Dowling, Maureen	Optional
	Araujo, Liza	Optional

---

**Time** 11:00 AM – 12:00 PM  
**Subject** Briefing on IES (Institute of Education Sciences)  
**Location** Secretary's conference room

<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	McLaughlin, Maureen	Organizer
	Venable, Joshua	Required
	Betka, Sue	Required
	McHugh, Erin	Required
	Rosenfelt, Phil	Required
	Brock, Thomas	Required
	Toner, Jana	Required
	Ferguson, Gillum	Required
	Ventimiglia, Eric	Required
	Frendewey, Matthew	Required
	Carter, Denise	Required
	Botel, Jason	Required
	Manning, James	Required
	Mahaffie, Lynn	Required
	Carr, Peggy	Required
	Conaty, Joe	Required
	Buchesky, Stanley	Required
	Lee, Ebony	Required
	Pendleton, Audrey	Optional
	Ricciuti, Anne	Optional
	McLaughlin, Joan	Optional
	Ham, Holly	Optional

<b>Time</b>	11:20 AM – 11:30 AM	
<b>Subject</b>	Lt. Governors Remarks Discussion	
<b>Location</b>	Gillum to Call Doug at (b)(6)	
<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Hoelscher, Douglas L. EOP/WHO	Organizer
	Ferguson, Gillum	Required

<b>Time</b>	12:00 PM – 1:00 PM	
<b>Subject</b>	FW: OMB Request for Views on HR228, Indian Employment, Training and Related Services Consolidation Act of 2017	
<b>Location</b>	6E251 - OGC Conference Library OR Toll Free: (b)(6)	
	Participant Code: (b)(6)	
<b>Reminder</b>	15 minutes	
<b>Show Time As</b>	Busy	
	From: HYPERLINK "mailto:Randy.Hansen@ed.gov"	
	Randy.Hansen@ed.gov	
	When: 12:00 PM - 1:00 PM March 10, 2017	
	Subject: OMB Request for Views on HR228, Indian Employment, Training and Related Services Consolidation Act of 2017	
	Location: 6E251 - OGC Conference Library OR Toll Free: (b)(6)	
	(b)(6) Participant Code: (b)(6)	

May not take entire time

Attendees	Name	Attendance
	Hansen, Randy	Organizer
	Koeppel, Dennis	Required
	Riddle, Paul	Required
	Eichner, Jill	Required
	Buchesky, Stanley	Required
	Ward, Jerry	Required
	Levy, Margaret	Required
	Cordes, Bill	Required
	Young, Jennifer (OGC)	Optional
	Pasternak, Sharone	Optional
	Ferguson, Gillum	Optional
	Lee, Ebony	Optional
	Smith, Kathleen	Optional
	Ruddock, Neil	Optional

---

**Time** 2:30 PM – 3:00 PM  
**Subject** Discuss Agenda for TAF/PAF Calls  
**Location** Your Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Kelly, Patrick	Organizer
	Ferguson, Gillum	Required

---

**Time** 3:45 PM – 4:15 PM  
**Subject** Speech Prep  
**Location** Conference Line (b)(6)  
**Show Time As** Busy  
Dial: (b)(6)  
Leader Code: (b)(6) (Secretary DeVos)  
Participant Code: (b)(6) (Staff)

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Venable, Joshua	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required

---

**Time** 4:30 PM – 5:20 PM  
**Subject** Scheduling: Week Ahead meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Simmons, Lee (Dougie)	Required
	Delahunty, Sarah	Required
	Frendewey, Matthew	Required

Ferguson, Gillum	Required
Bailey, Nathan	Required
Rigas, Laura	Required
Holden, Ronald	Required
Ventimiglia, Eric	Required
daniel.vizzi@usdoj.gov	Required

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#### Sunday, March 12, 2017

**Time** 8:00 PM – 8:30 PM  
**Subject** Speech Prep  
**Location** (b)(6)  
**Show Time As** Busy  
 Team to travel to meet Secretary for speech prep.

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Venable, Joshua	Required

---

#### Monday, March 13, 2017

**Time** 9:45 AM – 10:30 AM  
**Subject** Background Press Call on ESSA state plan template/letter to states/call at 10 a.m. (set up at 9:45)  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 This is to reserve the Secretary's Conference room for the background press call on the ESSA State Plan template on Mon., March 13 at 10 a.m.  
 Monique Chism will be calling in as a speaker from the CGCS conference. Monique, Please tell the operator that you are a speaker when you call in.  
 Dial-in number: (b)(6)  
 Participant passcode: (b)(6)

Please forward this to any others who need to be in the room.  
 Thank you,  
 Elaine

Attendees	Name	Attendance
	Quesinberry, Elaine	Organizer
	Frendewey, Matthew	Required
	Bell-Ellwanger, Jenn	Required
	Siry, Melissa	Required
	Hammer, Victoria	Required
	Chism, Monique	Required
	Webb, Jo Ann	Required
	Ferguson, Gillum	Optional
	Oberlies, Michael	Optional
	Brickman, Michael	Optional
	Lee, Ebony	Optional

**Time** 3:00 PM – 4:00 PM  
**Subject** Cab Affairs all agency meeting  
**Location** Eisenhower Executive Office Building - 1650 Pennsylvania Ave NW,  
Washington, DC 20500, United States  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Ferguson, Gillum	Organizer
Frendewey, Matthew	Required

---

**Time** 4:00 PM – 5:00 PM  
**Subject** Beachhead Meeting  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Toner, Jana	Organizer
Political Appointees_ED 45	Required

---

**Tuesday, March 14, 2017**

**Time** 10:00 AM – 11:00 AM  
**Subject** Speech Prep  
**Location** Office of the Secretary  
**Show Time As** Busy  
In case of Department closure:  
Dial: (b)(6)  
Leader Code: (b)(6) (Secretary DeVos)  
Participant Code: (b)(6) (Staff)  
**Attendees**

Name	Attendance
DeVos, Betsy	Organizer
Ferguson, Gillum	Required
Bailey, Nathan (Nathan.Bailey@ed.gov)	Required
Frendewey, Matthew (Matthew.Frendewey@ed.gov)	Required
(b)(7)(F)	Required

---

**Time** 11:30 AM – 12:15 PM  
**Subject** CALL in today - MOVED to 11:30  
**Location** NUMBER BELOW  
**Show Time As** Busy  
Call with Bob Moran (Alexander) and Amy Jones (Foxx)

(b)(6) leader code (b)(6) Gillum will dial in as leader  
participant code (b)(6) we will dial in with this (as will Amy and Bob)  
**Attendees**

Name	Attendance
Smith, Kathleen	Organizer
Petersen, Molly	Required
Eitel, Robert	Required
Riemer, Jeffrey (Justin)	Required
Ferguson, Gillum	Required
Kossack, Andrew	Required

**Time** 2:45 PM – 3:45 PM  
**Subject** Comms agenda/Writing Team meeting  
**Location** Skype Meeting  
**Show Time As** Busy  
I booked the full hour, just in case. Also -- Skype can be temperamental, so I've added our conference line below, to dial in as a last resort.

.....  
.....  
à HYPERLINK "https://meet.lync.com/usdedeop/melissa.apostolides/CFLRJ1P7"Join Skype Meeting  
Trouble Joining? HYPERLINK  
"https://meet.lync.com/usdedeop/melissa.apostolides/CFLRJ1P7?sl=1"Try Skype Web App

HYPERLINK "http://go.microsoft.com/fwlink/?LinkId=389737"Help  
[!OC([1033])!]  
[!OC([1033])!]  
.....

.....  
[!OC([1033])!]  
Conference Call Info:

Dial: (b)(6)  
Leader: (b)(6)  
Participant: (b)(6)

Attendees	Name	Attendance
	Apostolides, Melissa	Organizer
	Ferguson, Gillum	Required
	Linnehan, Meredith	Required

---

**Wednesday, March 15, 2017**

**Time** 8:30 AM – 9:00 AM  
**Subject** OMB budget blueprint Call-In #: (b)(6) Password: (b)(6)  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Ferguson, Gillum	Organizer
Frendewey, Matthew	Required
Bailey, Nathan	Required

---

**Time** 3:30 PM – 4:00 PM  
**Subject** (b)(6)  
**Location** (b)(6)  
**Show Time As** Busy

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**Time** 4:30 PM – 5:00 PM  
**Subject** Comms Personnel  
**Location** TBD  
**Show Time As** Tentative  
**Attendees**

Name	Attendance
Rigas, Laura	Organizer
Frendewey, Matthew	Required
Bailey, Nathan	Required

Ferguson, Gillum

Required

**Time** 6:30 PM – 7:00 PM  
**Subject** Call Nick Paige  
**Show Time As** Busy

Thursday, March 16, 2017

**Time** 10:00 AM – 10:30 AM  
**Subject** (b)(5)  
**Location** Bob's Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Eitel, Robert	Organizer
	Rosenfelt, Phil	Required
	Friendewey, Matthew	Required
	Ferguson, Gillum	Required
	Smith, Kathleen	Required
	Rierner, Jeffrey (Justin)	Required
	Kossack, Andrew	Required
	Petersen, Molly	Optional
	Siegel, Brian	Optional

**Time** 4:00 PM – 4:30 PM  
**Subject** Speech Prep - NASBE/CCSSO remarks  
**Location** Office of the Secretary  
**Show Time As** Busy

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Friendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Venable, Joshua	Required

**Time** 4:15 PM – 5:15 PM  
**Subject** Scheduling: Week Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Simmons, Lee (Dougie)	Required
	Delahunty, Sarah	Required
	Friendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Rigas, Laura	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	daniel.vizzi@usdoj.gov	Required

Friday, March 17, 2017

**Time** 12:00 PM – 1:00 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room  
**Show Time As** Busy  
Josh will be called at 12:00 pm sharp.

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Delahunty, Sarah	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Rigas, Laura	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	daniel.vizzi@usdoj.gov	Required
	Goad, Robert	Required

**Time** 12:30 PM – 1:00 PM  
**Subject** follow up with Matt Stern  
**Location** 7C101  
**Show Time As** Tentative  
To respond to matt's question – Elizabeth and Chris – added you both but if one of you can sit in that would be great.

We will call Matt on his cell at (b)(6)

Molly – for your awareness

Attendees	Name	Attendance
	Smith, Kathleen	Organizer
	Botel, Jason	Required
	McFadden, Elizabeth	Required
	Barlow, Christine	Required
	Ferguson, Gillum	Required
	Petersen, Molly	Required

**Time** 1:15 PM – 1:45 PM  
**Subject** Speech Prep  
**Location** Conference Line: (b)(6) Leader Code: (b)(6)  
**Show Time As** Busy  
Updated conference line:  
Dial-in: (b)(6)  
Leader Code: (b)(6)  
Participant Code: (b)(6) (Staff)

(b)(5)  
(b)(5) and determine if another call needs to take place. I am working on getting information for a second conference line so everyone can be on the line and ready to go as soon as she finishes her call on the other conference line.

Let me know if you have any questions.

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Venable, Joshua	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	EDCalendar	Required

**Time** 3:00 PM – 3:30 PM  
**Subject** Check-in and go over 3-week out plan (attached)  
**Location** 5E231  
**Attachments** 3-week out report-3-7-17.docx  
**Show Time As** Busy

Attendees	Name	Attendance
	Dorfman, Cynthia	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

#### Sunday, March 19, 2017

**Time** 4:00 PM – 5:00 PM  
**Subject** Speech Prep  
**Location** Conference Line: (b)(6) Leader Code: (b)(6)  
**Show Time As** Busy  
 Conference Line: (b)(6)  
 Leader Code: (b)(6)  
 Participant Code: (b)(6) (Staff)

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Venable, Joshua	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Frendewey, Matthew	Required

#### Monday, March 20, 2017

**Time** 8:30 AM – 9:00 AM  
**Subject** Remarks at the National Association of State Boards of Education  
 Legislative Conference  
**Location** Loews Madison Hotel, 1177 Fifteenth Street NW, Washington, D.C.  
 20005 - Dolley Madison Room  
**Attachments** NASBE Leg Conference - Devos Invitation (003).pdf  
**Show Time As** Busy  
 8:40 a.m. You arrive and are escorted to hold in Montpelier B  
 8:41 a.m. You are greeted by Lupe Ramos-Montigny, Eileen Weiser,  
 Dr. Richard Zeile, and Kris Amundson  
 8:43 a.m. You are escorted to the Dolley Madison Room  
 8:44 a.m. Kris Amundson introduces you  
 8:45 a.m. You begin remarks  
 8:57 a.m. You conclude remarks; Kris Amundson thanks you  
 8:58 a.m. You exit the Dolley Madison Room  
 9:00 a.m. You depart

(b)(7)(F)

walk. You will be greeted in the hold room. You will then be escorted to the event ballroom across the hall, via the service door. When you enter the ballroom, there will be a small stage setup with a podium and fixed mic and a small table with chairs. Attendees will be seated at long tables, facing forward. Press will be at ground level in the back of the room. (b)(7)(F)

(b)(7)(F)

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	(b)(7)(F)	Required
	Rigas, Laura	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	EDCalendar	Required

---

**Time** 10:00 AM – 11:00 AM  
**Subject** Messaging Meeting  
**Location** COS Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required

---

**Time** 12:00 PM – 12:30 PM  
**Subject** Privacy Briefing - Beachhead Team and OS, ODS, OUS, OGC  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Botel, Jason	Organizer
	Rosenfelt, Phil	Required
	McLaughlin, Maureen	Required
	Conaty, Joe	Required
	Mahaffie, Lynn	Required
	Manning, James	Required
	Buchesky, Stanley	Required
	Venable, Joshua	Required
	Toner, Jana	Required
	Ventimiglia, Eric	Required
	Carter, Denise	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Lee, Ebony	Required
	McHugh, Erin	Required
	Ham, Holly	Required
	Eitel, Robert	Required

Styles, Kathleen Optional  
King2, Dale Optional

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**Time** 3:00 PM – 4:00 PM  
**Subject** Speech Prep  
**Location** Office of the Secretary  
**Show Time As** Busy

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Venable, Joshua	Required

---

**Tuesday, March 21, 2017**

**Time** 10:00 AM – 10:30 AM  
**Subject** Writing Team Check-in  
**Location** Skype Meeting  
**Show Time As** Busy

Good morning to all! Per Gillum, let's convene for 15-30 minutes on Tuesday.  
If this time won't work for you, just let me know and we'll reschedule.  
(Dial-in information is below, as usual, in case of any Skype difficulties.)  
Thanks, everyone....

.....  
.....  
à HYPERLINK "https://meet.lync.com/usdedeop/melissa.apostolides/BJ5DYS6K"Join Skype Meeting  
Trouble Joining? HYPERLINK  
"https://meet.lync.com/usdedeop/melissa.apostolides/BJ5DYS6K?sl=1"Try Skype Web App

HYPERLINK "http://go.microsoft.com/fwlink/?LinkId=389737"Help

[!OC([1033])!]  
.....  
.....

Conference Call Info:

Dial: (b)(6)  
Leader: (b)(6)  
Participant: (b)(6)

Attendees	Name	Attendance
	Apostolides, Melissa	Organizer
	Ferguson, Gillum	Required
	Linnehan, Meredith	Required
	Kerr, Patrick	Required
	Dorfman, Cynthia	Optional

---

**Time** 11:30 AM – 12:30 PM

**Subject** Brookings event check-in  
**Show Time As** Busy  
Hi everyone,

Forwarding along the calendar reminder for tomorrow's call. Talk soon!

-----  
Call info

Dial in: (b)(6)  
Access code: (b)(6)

Attendees	Name	Attendance
	Delaney R. Parrish	Organizer
	Rigas, Laura	Required
	DJ Nordquist	Required
	Michael Mannweiler	Required
	Ferguson, Gillum	Required
	Friendewey, Matthew	Required
	Bailey, Nathan	Required
	Hudson, Alexandra	Required

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**Time** 1:30 PM – 2:30 PM  
**Subject** OCO All staff on Employee Engagement  
**Location** LBJ Auditorium & for remote workers Skype or Conference call  
**Attachments** OCO-FY17 Employee Engagement Action Plan.doc  
Handout OCO All staff Employee Engagement Brainstorm meeting.docx  
OCO All Staff on Employee Engagement 3-21-2017 430.pptx  
**Show Time As** Busy  
Goal- To reflect on OCO's strengths and areas of improvement and strategize about OCO's FY2017 employee engagement plan

**Agenda**

(b)(5)

Technology for remote workers

· HYPERLINK

"https://meet.lync.com/usdedeop/sam.ryan/D99RWWDC" OCO All Staff Skype room

· HYPERLINK

"https://meet.lync.com/usdedeop/sam.ryan/MQGSKV7Q" Group 1

· HYPERLINK "https://meet.lync.com/usdedeop/sam.ryan/3BTCFJM3"

Group 2

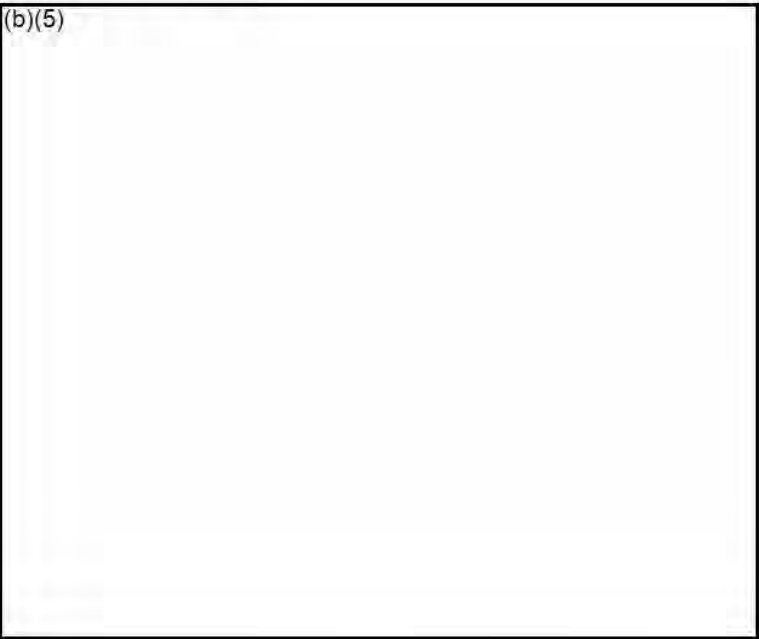
· NEW Conference call number (b)(6) code: (b)(6)

Background

From: Dorfman, Cynthia  
Sent: Friday, March 03, 2017 5:35 PM  
To: OCO All HQ Users

Cc: Friendewey, Matthew; Ferguson, Gillum  
Subject: Invitation to contribute to OCO's Employee Engagement strategy

Dear OCO Colleagues,



The meetings are optional. You are not mandated to attend, but I hope you will want to have your voice heard. Chareese Ross and Sam Ryan have offered to facilitate the sessions, which are listed below. Please RSVP directly to Chareese and Sam, so you can receive the calendar hold and prepare for the session. The sessions will be capped at 16 participants, and more can be added if there is demand.

Session Dates

- 3/7/2017 1-2pm Brainstorming Sessions with non-supervisory staff
- 3/9/2017 1-2pm Brainstorming Sessions with non-supervisory staff
- 3/15/2017 2-3pm (1pm CT/12pm MT/11amPT) Brainstorming Sessions with staff in the field
- 3/21/2017 OCO All staff on Employee Engagement

Tentative Agenda

- 1:00-1:20pm Break into teams and determine top 3 positive and negative elements from the FY2016 FEVS survey.
- 1:20-1:30pm Determine whole group's top 3 positive and negative elements from the FY2016 FEVS survey.
- 1:30-1:45pm Do these top picks feel right?
- 1:45-2:00pm How can we use the positive elements to our advantage in addressing the negative elements?

Thanks for joining in the conversation and planning the next steps for engagement in our work. Have a good weekend. --Cynthia

Attendees	Name	Attendance
	Ryan, Sam	Organizer
	OCO All Users	Required
	Friendewey, Matthew	Required

Ferguson, Gillum	Required
Ramsey, Taylor	Optional
Doyle, William	Optional
Berrios, Oscar	Optional
Apostolides, Melissa	Optional
Barney, Amanda	Optional
Kumi, Aba	Optional
Dixon, Cindy	Optional
Paulu, Nancy	Optional
Murphy, Hoang	Optional
Johnson, Jonava	Optional
Ackerson, Jeanne	Optional
Honeysett, Adam	Optional
Bradshaw, Jim	Optional
Betancourt, Alberto	Optional
Cohen-Boyer, Gillian	Optional
Rodriguez, Celeste	Optional
Ross, Chareese	Optional
Kelly, Patrick	Optional
Mould, Jim	Optional
Hall, Linda	Optional
Barison, Joe	Optional
Zimmermann, Jacquelyn	Optional
Fowler, Anthony	Optional
Olson, Simone	Optional
Bakely, Cole	Optional
Schweitzer, Sherry	Optional
Pitta, Jacquelyn	Optional
Carinci, Nicole	Optional
Malico, Melinda	Optional
Bates, Monica	Optional
Hoover, Joshua	Optional
Venard, Elaine	Optional
Ohnemus, Edward	Optional
Linnehan, Meredith	Optional
Smith, John	Optional
Huffman, Diana	Optional
Bega, Dennis	Optional

**Time** 3:00 PM – 3:30 PM  
**Subject** Meeting with Communications  
**Location** Office of the Secretary  
**Show Time As** Busy  
Meeting with Gillum, Nate and Matt to go over the remarks for the Federal Women’s Program Committee Women’s History Month event on Wednesday being held in the Department.

Attendees	Name	Attendance
	DeVos, Betsy	Organizer

Ferguson, Gillum	Required
Bailey, Nathan	Required
Frendewey, Matthew	Required
Vizzi, Daniel (USMS)	Required
EDCalendar	Required
Rigas, Laura	Required

---

**Time** 4:00 PM – 4:30 PM  
**Subject** Gillum / jason chat  
**Location** jason's office  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Botel, Jason	Organizer
Ferguson, Gillum	Required

---

**Wednesday, March 22, 2017**

**Time** 9:30 AM – 9:45 AM  
**Subject** TAF/PAF briefing  
**Location** COS Office  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Ferguson, Gillum	Organizer
Stratman, Karen	Required
Kelly, Patrick	Required
Rodriguez, Celeste	Required
Ventimiglia, Eric	Required

---

**Time** 9:30 AM – 10:00 AM  
**Subject** Teacher Ambassador Fellowship Briefing  
**Location** COS Office/TBC  
**Show Time As** Busy  
 Gillum,

Please let me know who needs to be added to this invite, and the size of the meeting – if we need to get a conference room.

Thanks,  
Eric

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required

---

**Time** 1:00 PM – 1:30 PM  
**Subject** Federal Women's Program Committee Women's History Month Program  
**Location** Barnard Auditorium  
**Attachments** FWP.WHM Program.2017.docx  
**Show Time As** Busy  
 From: "Fowler, Anthony" <HYPERLINK "mailto:Anthony.Fowler@ed.gov" Anthony.Fowler@ed.gov>  
 Date: March 20, 2017 at 10:58:27 AM EDT  
 To: "Rigas, Laura" <HYPERLINK "mailto:Laura.Rigas@ed.gov"

Laura.Rigas@ed.gov>

Subject: FW: FWP.WHM Program.2017

Laura, here is an outline of the program on Wednesday. I do not believe that it is final. Will attach the final to the brief, which I hope to have finished by noon.

Tony

From: Fenwick, Beverly

Sent: Monday, March 06, 2017 1:24 PM

To: Outlaw, Barbara; Watkins, Yvonne; Newman Dena; Tobin, Lisa; Fowler, Anthony; Outlaw, Barbara; Gwen Washington (' HYPERLINK "mailto:gwendolyn.washington@ed.gov" gwendolyn.washington@ed.gov')

Subject: FWP.WHM Program.2017

Please do not send this to anyone before we all say it is good to go. If you have any comments, please feel free to call or email me.

Thank you.

Beverly L. Fenwick

Management and Program Analyst

Office of the Equal Employment Opportunity Services

Office of Management

Attendees	Name	Attendance
	EDCalendar	Organizer
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Frendewey, Matthew	Required
	Rigas, Laura	Required
	(b)(7)(F)	Required
	Lee, Ebony	Required

**Time** 4:00 PM – 4:30 PM

**Subject** Remarks: First Readthrough

**Location** COS Office

**Show Time As** Busy

Brookings remarks: first draft

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required

**Time** 5:15 PM – 5:45 PM

**Subject** Thursday/Friday walk through

**Location** Secretary's Conference Room (OS Managed)

**Show Time As** Busy

Call in information below:

Dial-in: (b)(6)

Participant: (b)(6) (staff)

Leader: (b)(6) Josh)

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Delahunty, Sarah	Required
	Holden, Ronald	Required
	Rigas, Laura	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	daniel.vizzi@usdoj.gov	Required

#### Thursday, March 23, 2017

**Time** 10:00 AM – 11:00 AM  
**Subject** Meeting with Jennifer Daniels  
**Location** Jana's Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Toner, Jana	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

**Time** 12:45 PM – 1:30 PM  
**Subject** Florida Call  
**Location** COS Office  
**Show Time As** Busy

Dial-in: (b)(6)  
Participant: (b)(6) (Staff)  
Leader: (b)(6) Josh

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Bailey, Nathan	Required
	Frendewey, Matthew	Required
	Holden, Ronald	Required
	Delahunty, Sarah	Required
	Ventimiglia, Eric	Required
	Ferguson, Gillum	Required
	(b)(7)(F)	Required
	Rigas, Laura	Required

**Time** 2:00 PM – 3:00 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room  
**Show Time As** Busy

Advance and planning meeting to discuss logistics for upcoming 10 days.

Let me know if you need to be dialed-in.

Dial: (b)(6)  
Leader Code: (b)(6) (Sarah)

Participant Code: (b)(6) (Ron/Matt)		
<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Delahunty, Sarah	Organizer
	Vizzi, Daniel (USMS)	Required
	Venable, Joshua	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Rigas, Laura	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	Eitel, Robert	Required
	Lee, Ebony	Required
	Smith, Kathleen	Required

#### Friday, March 24, 2017

**Time** 1:30 PM – 2:30 PM  
**Subject** Working Lunch/Speech Prep  
**Location** Restaurant at Ritz Orlando  
**Show Time As** Busy  
 Reservation for 4: BDV, Josh Venable, Matt Frendewey, Nate Bailey  
 On phone: Gillum Ferguson  
 \*Group to call Gill

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	DeVos, Betsy	Organizer
	EDCalendar	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Venable, Joshua	Required
	Frendewey, Matthew	Required

**Time** 4:00 PM – 5:00 PM  
**Subject** Miami Working Group Conference Call  
**Show Time As** Busy  
 Dial-in: (b)(6)  
 Participant: (b)(6) (staff)  
 Leader: (b)(6) (Josh)

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Lee, Ebony	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Holden, Ronald	Required
	Delahunty, Sarah	Required
	Ventimiglia, Eric	Required
	Rigas, Laura	Required

#### Monday, March 27, 2017

**Time** 4:00 PM – 4:45 PM  
**Subject** Commencements Discussion  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Delahunty, Sarah	Required
	Rigas, Laura	Required
	Goad, Robert	Required
	Ventimiglia, Eric	Required

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**Tuesday, March 28, 2017**

**Time** 1:00 PM – 1:30 PM  
**Subject** Comms Team: Meet and greet  
**Location** Your office  
**Show Time As** Busy  
I feel bad for continuing to reschedule, but I am tasked to a competition webinar. L I have every confidence that next week will TAKE PLACE. ;)

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Smith, Charm	Organizer
	Ferguson, Gillum	Required

---

**Time** 3:00 PM – 3:45 PM  
**Subject** Speech Prep  
**Location** Office of the Secretary  
**Show Time As** Busy  
Brookings remarks speech prep

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	EDCalendar	Organizer
	(b)(7)(F)	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	DeVos, Betsy	Required

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**Time** 5:45 PM – 6:15 PM  
**Subject** Speech Prep Part 2  
**Location** Office of the Secretary  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	DeVos, Betsy	Organizer
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required

---

**Time** 6:45 PM – 7:30 PM  
**Subject** Commencement Meeting 2

<b>Location</b>	Secretary's Conference Room (OS Managed)	
<b>Show Time As</b>	Busy	
<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Delahunty, Sarah	Required
	Rigas, Laura	Required
	Goad, Robert	Required
	Ventimiglia, Eric	Required

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**Wednesday, March 29, 2017**

**Time** 9:20 AM – 10:30 AM  
**Subject** Brookings Institution  
**Location** Falk Auditorium, 1775 Massachusetts Avenue NW Washington, DC 20036  
**Show Time As** Busy  
 9:20 – 10:30 a.m. REMARKS AT THE BROOKINGS INSTITUTION  
 Location: The Brookings Institution  
 Room: Falk Auditorium  
 Address: 1775 Massachusetts Avenue, NW  
 Washington, DC 20036  
 Contact: Ron Holden  
 Cell: (b)(6)  
 Attendees: Russ Whitehurst  
 Staff: Ron Holden  
 Sarah Delahunty  
 Nate Bailey  
 Matt Frendewey  
 Format: Remarks and Q&A  
 Press: CLOSED – confirm  
 Note: Please see attached briefing.

Lavaliere

Stage time: 9:20 – 10:30

Confirmed

POC for logistics – Laura Rigas

Grover (Russ) Whitehurst  
 Senior Fellow in Economic Studies  
 Editor, HYPERLINK "<https://www.brookings.edu/series/evidence-speaks/>" Evidence Speaks  
 The Center on Children and Families  
 The Brookings Institution  
 1775 Massachusetts Av., NW  
 Washington, DC 20036  
 202 797-6174  
<https://www.brookings.edu/experts/grover-j-russ-whitehurst>

Hello Team DeVos!

I wanted to touch base about the Secretary's upcoming speech here. We are very excited to have her. (FYI, I worked at Ed under 41, and just came off Transition for Dr. Carson – I sat next to Lauren, Townsend and Terrell).

As you know, she will be speaking after we release our annual Education and Choice Competition Index (ECCI). Russ Whitehurst will talk for 10 minutes to present the findings and then introduce the Secretary. We anticipated she would talk for 15-20 minutes, after which Russ will join her on stage to moderate some q&a.

We have a few questions in terms of logistics and invites that we would like to nail down – perhaps we could hop on a call this week or next?

Thanks,  
DJ

DJ Nordquist  
Chief of Staff and Director of Communications, Economic Studies  
The Brookings Institution, 1775 Massachusetts Ave. NW, Washington, DC 20036  
Direct line: 202.797.4382

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	Simmons, Lee (Dougie)	Required
	Bailey, Nathan	Required
	Rigas, Laura	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	(b)(7)(F)	Required
	EDCalendar	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Lee, Ebony	Required

**Time** 12:30 PM – 1:30 PM  
**Subject** Lunch at Holiday Inn  
**Location** 550 C St SW, Washington, DC 20024  
**Show Time As** Busy

Attendees	Name	Attendance
	Ferguson, Gillum	Organizer
	Frendewey, Matthew	Required
	erica.green@nytimes.com	Required

**Time** 3:30 PM – 5:00 PM  
**Subject** Higher Education Act & Workforce Regulations Presentation \*ADDING CONFERENCE ROOM\*  
**Location** WDCFB6-7C100  
**Show Time As** Busy  
Colleagues:

(b)(5)

If you are looking for an interesting primer or even a refresher on these issues, this would fit the bill.

Please feel free to forward this invitation to other appropriate political appointees who might have an interest.

Thanks,  
Bob

Attendees	Name	Attendance
	Eitel, Robert	Organizer
	Kossack, Andrew	Required
	Riemer, Jeffrey (Justin)	Required
	Manning, James	Required
	Botel, Jason	Required
	Lee, Ebony	Required
	Buchesky, Stanley	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Smith, Kathleen	Optional
	Goad, Robert	Optional

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#### Thursday, March 30, 2017

**Time** 2:00 PM – 2:30 PM  
**Subject** Principals at ED - Communications Session  
**Location** Secretary's Conference Room  
**Show Time As** Busy

In preparation for our upcoming Principals at ED on Thursday, March 30, 2017, we are planning to hold a session where our participants will have an opportunity to engage in an open discussion/forum with members of our communications team. Ideally, this meeting would last approximately 30 minutes. Below are some details for the event.

Specific purpose and how this function or activity furthers the mission of ED:

We intend to bring together principals with whom the Department has previously worked to develop relationships. Participants will represent a broad range of traditional public, private, charter and other alternative school settings. The March 30th date provides a perfect opportunity to end a month of speeches and interactions with big organizations – The PTA, Great City Schools and National League of Cities, and Chief State School Officers and State School Board members – by hosting structured discussions with key practitioners on

the Secretary's policy directions.

Description of function to be carried out:

Through a series of sessions during this daylong event, department staff and particularly senior leadership to engage directly with principals to hear their unique insights on issues from the field on areas of key concern. In turn, the day allows principals to learn more about the resources available at ED and the intent and background of key programs and policy areas being promulgated. A key component of Principals at ED is that participants agree to share what they have learned with leaders and other education stakeholders in their districts.

Attendees	Name	Attendance
	Cadet, Jean-Paul	Organizer
	Bailey, Nathan	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

---

**Time** 3:30 PM – 4:00 PM  
**Subject** (b)(6)  
**Location**   
**Show Time As** Busy

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**Time** 6:30 PM – 7:30 PM  
**Subject** 10-Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Moved to 6:30 pm to accommodate advance.

Please note: we will be walking through Ft. Bragg & Miami during this meeting.

Advance and planning meeting to discuss logistics for upcoming 10 days.

Let me know if you need to be dialed-in.

Eric

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Delahunty, Sarah	Required
	(b)(7)(F)	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Rigas, Laura	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	Eitel, Robert	Required
	Lee, Ebony	Required
	Smith, Kathleen	Required
	Goad, Robert	Required
	(b)(7)(F)	Required

---

**Time** 8:00 PM – 8:30 PM  
**Subject** (b)(6)  
**Location** [Redacted]  
**Show Time As** Busy

---

Friday, March 31, 2017

**Time** 9:30 AM – 10:30 AM  
**Subject** (b)(5)  
**Location** WDCFB6-7C101  
**Show Time As** Tentative

Good Afternoon All,

(b)(5)  
[Redacted]

Call in number can be found below:

(b)(6)  
(b)(6) Participant

Thank you all again and hope you all have a good afternoon

-Cody

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Reynolds, Cody	Organizer
	Manning, James	Required
	Buchesky, Stanley	Required
	Ham, Holly	Required
	Smith, Kathleen	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Petersen, Molly	Required
	Otero, Jose	Required
	Briones, Justin	Optional
	Sasser, Tracey	Optional

---

**Time** 10:30 AM – 11:00 AM  
**Subject** Student Loan Debt Issue  
**Location** Bob's Office  
**Show Time As** Busy

Adding Gillum and Matt, if available.

=====

Rob, Jason, and Jim:

(b)(5)  
[Redacted]

Thanks,  
Bob

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Eitel, Robert	Organizer
	Goad, Robert	Required

Botel, Jason	Required
Manning, James	Required
Frendewey, Matthew	Required
Ferguson, Gillum	Required

---

**Time** 12:00 PM – 1:00 PM  
**Subject** Meeting with Marilyn Rhames  
**Location** LBJ 7th Floor | Secretary's Conference Room  
**Show Time As** Busy  
 For those who are able/interested in joining

Attendees	Name	Attendance
	Bailey, Nathan	Organizer
	Lee, Ebony	Required
	Ferguson, Gillum	Required
	Goad, Robert	Required
	Frendewey, Matthew	Required
	Venable, Joshua	Required

---

**Time** 1:30 PM – 2:00 PM  
**Subject** weekly check-in  
**Location** 5E231  
**Show Time As** Busy  
 Agenda:  
 2-week out report  
 Document review  
 Budget  
 Other outstanding

Attendees	Name	Attendance
	Dorfman, Cynthia	Organizer
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

---

**Time** 4:30 PM – 5:00 PM  
**Subject** Miami Walkthrough  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Lee, Ebony	Required
	Delahunty, Sarah	Required
	Ventimiglia, Eric	Required
	Bailey, Nathan	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Goad, Robert	Required

---

**Monday, April 03, 2017**

**Time** 1:00 PM – 1:30 PM  
**Subject** Writing Team Weekly Check-in  
**Location** Skype Meeting  
**Show Time As** Busy

Hi, All. Let's circle up for the week's debriefs and updates on our writing tasks from Gillum, including feedback on brief draft outlines that Meredith is working on for the 4/27 CCSSO National Teacher of the Year award gala and the 5/5-7 Teach-to-Lead Summit in Ohio. Many thanks to Meredith for taking on these assignments!

As usual, conference call information is included below, in case of Skype problems. Best, M

à HYPERLINK "https://meet.lync.com/usdedeop/melissa.apostolides/400P16H4"Join Skype Meeting  
Trouble Joining? HYPERLINK  
"https://meet.lync.com/usdedeop/melissa.apostolides/400P16H4?sl=1"Try Skype Web App

HYPERLINK "http://go.microsoft.com/fwlink/?LinkId=389737"Help

[!OC([1033])!]

Conference Call Info:

Dial: (b)(6)  
Leader: (b)(6)  
Participant: (b)(6)

Attendees	Name	Attendance
	Apostolides, Melissa	Organizer
	Ferguson, Gillum	Required
	Linnehan, Meredith	Required
	Kerr, Patrick	Required

**Time** 3:00 PM – 4:00 PM  
**Subject** Cab Affairs all agency comms meeting  
**Location** EEOB room 350  
**Show Time As** Busy

Attendees	Name	Attendance
	Ferguson, Gillum	Organizer
	Frendewey, Matthew	Required

**Time** 4:30 PM – 5:00 PM  
**Subject** (b)(6) Interview with Gillum (Speechwriter)  
**Location** Gillum Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Young, Patrick	Organizer
	Ferguson, Gillum	Required
	Cox-Roush, Deborah	Required
	Toner, Jana	Required

**Tuesday, April 04, 2017**

**Time** 1:00 PM – 2:00 PM

**Subject** FW: Freedom of Information Act Training  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
There is a Freedom of Information Act Training today at 1. See below.

-----Original Appointment-----

From: Toner, Jana On Behalf Of Siegelbaum, Jill  
Sent: Friday, March 24, 2017 12:56 PM  
To: Siegelbaum, Jill; Eitel, Robert; Frendewey, Matthew; Goad, Robert; Holden, Ronald; Ham, Holly; Hudson, Alexandra; Jones, Amy; Kossack, Andrew; Lee, Ebony; Oberlies, Michael; Manning, James; Reynolds, Cody; Riemer, Jeffrey (Justin); Rigas, Laura; Ruddock, Neil; Shaheen, Patrick; HYPERLINK "mailto:Dougie.Simmons@ED.gov" Dougie.Simmons@ED.gov; Smith, Kathleen; Toner, Jana; Venable, Joshua; Ventimiglia, Eric; Ward, Jerry; Young, Patrick; Rosenfelt, Phil; Sasser, Tracey; Kim, Eun (OGC); Mayo-Tall, Karen; Wilson, Lauren; Styles, Kathleen; Smith, Gregory; Wehausen, Robert  
Cc: Cox-Roush, Deborah; Caliguiran, Arthur; Arrington, Angela  
Subject: Freedom of Information Act Training  
When: Tuesday, April 04, 2017 1:00 PM-2:00 PM (UTC-05:00) Eastern Time (US & Canada).  
Where: Secretary's Conference Room (OS Managed)

Good afternoon, all –

As you may have heard, the Freedom of Information Act (FOIA) can be a hot button topic in the federal government. Not to worry: the Office of the General Counsel and FOIA Service Center are providing training to answer all your FOIA questions, including:

What are our obligations under FOIA?  
Who can file a FOIA request?  
What records fall within the reach of FOIA?  
Does FOIA allow us to protect any of our records from disclosure?  
What are the most common types of FOIA issues raised at the Department?  
What do we do if we receive a FOIA request?

Please join us for this informational training, and learn how we at ED put the “fun” in FOIA!

Jill Siegelbaum  
OGC

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Siegelbaum, Jill	Organizer
	Bailey, Nathan	Required
	Botel, Jason	Required
	Brickman, Michael	Required
	Buchesky, Stanley	Required
	Chamberlain, Michael	Required
	Delahunty, Sarah	Required
	Eck, Kevin	Required

Ferguson, Gillum	Required
Toner, Jana	Required
Eitel, Robert	Required
Frendewey, Matthew	Required
Goad, Robert	Required
Holden, Ronald	Required
Ham, Holly	Required
Hudson, Alexandra	Required
Jones, Amy	Required
Kossack, Andrew	Required
Lee, Ebony	Required
Oberlies, Michael	Required
Manning, James	Required
Reynolds, Cody	Required
Riemer, Jeffrey (Justin)	Required
Rigas, Laura	Required
Ruddock, Neil	Required
Shaheen, Patrick	Required
Dougie.Simmons@ED.gov	Required
Smith, Kathleen	Required
Toner, Jana	Required
Venable, Joshua	Required
Ventimiglia, Eric	Required
Ward, Jerry	Required
Young, Patrick	Required
Rosenfelt, Phil	Required
Sasser, Tracey	Required
Kim, Eun (OGC)	Required
Mayo-Tall, Karen	Required
Wilson, Lauren	Required
Styles, Kathleen	Required
Smith, Gregory	Required
Wehausen, Robert	Required
Cox-Roush, Deborah	Optional
Caliguiran, Arthur	Optional
Arrington, Angela	Optional

---

**Time** 3:30 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** Gillum's office  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Ferguson, Gillum	Organizer
Smith, Kathleen	Required
Reynolds, Cody	Required

---

Wednesday, April 05, 2017

**Time** 10:30 AM – 11:15 AM  
**Subject** Media Prep  
**Location** Office of the Secretary  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	DeVos, Betsy	Organizer
	EDCalendar	Required
	Vizzi, Daniel (USMS)	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Frendewey, Matthew	Required

**Time** 4:00 PM – 4:30 PM  
**Subject** Meet with Cody  
**Show Time As** Busy

**Thursday, April 06, 2017**

**Time** 2:00 PM – 3:00 PM  
**Subject** (b)(5)  
**Location** Gillum's office  
**Show Time As** Busy  
Good Afternoon,

(b)(5)

Thanks again and see you both tomorrow.

-Cody

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Reynolds, Cody	Organizer
	Smith, Kathleen	Required
	Ferguson, Gillum	Required

**Time** 3:00 PM – 3:30 PM  
**Subject** (b)(6) (Speechwriter) Interview with Gillum  
**Location** Gillums Office  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Young, Patrick	Organizer
	Ferguson, Gillum	Required
	Toner, Jana	Required
	Cox-Roush, Deborah	Required

**Time** 3:30 PM – 4:00 PM  
**Subject** (b)(6) (Speechwriter) Interview sit down with Josh Venable  
**Location** phone call from Gillums office  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Young, Patrick	Organizer

Toner, Jana	Required
Cox-Roush, Deborah	Required
Ferguson, Gillum	Required

**Time** 3:30 PM – 4:00 PM  
**Subject** Interview (b)(6)  
**Location** Gillum will call you.  
**Attachments** (b)(6)  
**Show Time As** Busy  
 Jr. Speechwriter (one of two candidates Jana is suggesting).

Patrick has spoken with him.

Gillum will be interviewing him at 3:00 pm, and call you at 3:30 pm.

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required

**Time** 5:00 PM – 6:00 PM  
**Subject** 10 Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Recurrence** Occurs every Thursday effective 4/6/2017 until 4/13/2017 from 5:00 PM to 6:00 PM  
**Show Time As** Busy  
 All: Please be advised – the time for this meeting may change.

Dial-in: (b)(6)  
 Participant: (b)(6)

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Delahunty, Sarah	Required
	(b)(7)(F)	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	Eitel, Robert	Required
	Lee, Ebony	Required
	Smith, Kathleen	Required
	Goad, Robert	Required
	(b)(7)(F)	Required
	Secretary's Conference Room (OS Managed)	Required

#### Friday, April 07, 2017

**Time** 9:30 AM – 10:00 AM  
**Subject** discuss STEM and NASA  
**Location** your office  
**Show Time As** Busy  
**Attendees**

Name	Attendance
Lettvin, Ellen	Organizer

Ferguson, Gillum

Required

**Time** 12:00 PM – 1:00 PM

**Subject** (b)(5)

**Location** Gillum's Office

**Show Time As** Busy

(b)(5)

Thanks again guys.

-Cody

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Reynolds, Cody	Organizer
	Ferguson, Gillum	Required
	Smith, Kathleen	Required

**Time** 1:30 PM – 2:00 PM

**Subject** Briefing on OSP Study

**Location** Secretary's Conference Room (OS Managed)

**Show Time As** Busy

Moving this briefing up per Thomas Brock

Background:

Begin forwarded message:

From: "Botel, Jason"

Date: March 27, 2017 at 9:36:26 PM EDT

To: "McLaughlin, Maureen"

Cc: "Lee, Ebony" , "Venable, Joshua"

Subject: OSP study

Hi Maureen,

Thank you for notifying us about the upcoming report about the opportunity starship program in Washington. We would like to take you up on your offer to have a briefing as soon as possible. Please let us know next steps. Thanks!

Sent from my iPhone

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Botel, Jason	Organizer
	Rosenfelt, Phil	Required
	Ferguson, Gillum	Required
	Betka, Sue	Required
	Silverberg, Marsha	Required
	Brock, Thomas	Required
	Conaty, Joe	Required
	Lee, Ebony	Required
	Ventimiglia, Eric	Optional
	Bachman, Meredith	Optional
	Takai, Ricky	Optional
	Ruddock, Neil	Optional

---

**Time** 4:30 PM – 4:45 PM  
**Subject** Conference call: Josh, Nathan Bailey, Gillum Ferguson, Matthew Frendewey,  
**Show Time As** Busy  
Dial-in: (b)(6)  
Participant (b)(6)

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Ventimiglia, Eric	Organizer
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required

---

**Monday, April 10, 2017**

**Time** 4:00 PM – 4:30 PM  
**Subject** Meeting on San Bernadino  
**Location** COS Office  
**Show Time As** Busy  
Mark, Monique, and Joe: fyi.

Also, in the previous administration my office would update the Secretary's office and the press office who at some point would put out a statement. I am not aware of this administration's SOP on this type of incident.

<http://www.cnn.com/2017/04/10/us/san-bernardino-school-shooting/index.html?adkey=bn>

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Kesner, Paul	Required
	Esquith, David	Required

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**Tuesday, April 11, 2017**

**Time** 9:00 AM – 9:30 AM  
**Subject** All agency EO call  
**Show Time As** Busy  
(b)(6)

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**Time** 1:00 PM – 2:00 PM  
**Subject** Hearing Prep Briefing  
**Location** Secretary's Conference Room  
**Attachments** (b)(5)  
**Show Time As** Busy  
(b)(5)

(b)(5)

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	EDCalendar	Required
	Bell-Ellwanger, Jenn	Required
	Navarro, Erica	Required
	Kean, Larry	Required
	Solomon, Jan	Required
	Martin, Nancy	Required
	Skelly, Thomas	Required
	Petersen, Molly	Required
	Ramakiss, Jessica	Required
	Venable, Joshua	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Lee, Ebony	Required
	Botel, Jason	Required
	Buchesky, Stanley	Required
	Manning, James	Required
	(b)(7)(F)	Required
	Cordes, Bill	Optional
	Stanton, Craig	Optional
	Simpson, Daniel	Optional
	Goad, Robert	Optional
	Conaty, Joe	Optional

---

**Time** 3:00 PM – 3:30 PM  
**Subject** FOIA coordination  
**Location** WDCFB6-7E101  
**Show Time As** Busy

Attendees	Name	Attendance
	Kossack, Andrew	Organizer
	Siegelbaum, Jill	Required
	Rierner, Jeffrey (Justin)	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required

**Time** 4:00 PM – 4:30 PM  
**Subject** Teacher Appreciation Discussion  
**Location** Gill's Office  
**Show Time As** Busy

Attendees	Name	Attendance
	Kelly, Patrick	Organizer
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Rodriguez, Celeste	Optional

#### Wednesday, April 12, 2017

**Time** 1:00 PM – 1:30 PM  
**Subject** Educator Working Group - ED in the Field: School Visits  
**Location** Gill's Office  
**Show Time As** Busy  
 This is a follow up to our conversation regarding school visits in the upcoming weeks.

Attendees	Name	Attendance
	Cadet, Jean-Paul	Organizer
	Ferguson, Gillum	Required
	Stratman, Karen	Optional
	Ross, Chareese	Optional
	Bailey, Nathan	Optional

#### Thursday, April 13, 2017

**Time** 4/12/2017 12:00 AM - 4/15/2017 12:00 AM  
**Subject** (b)(6)  
**Show Time As**

Attendees	Name	Attendance
	Oberlies, Michael	Organizer
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ventimiglia, Eric	Required

**Time** 1:00 PM – 2:00 PM  
**Subject** Hearing Prep Briefing  
**Location** Secretary's Conference Room  
**Show Time As** Busy

(b)(5)

Attendees	Name	Attendance
	DeVos, Betsy	Organizer
	EDCalendar	Required
	Bell-Ellwanger, Jenn	Required
	Navarro, Erica	Required
	Kean, Larry	Required
	Solomon, Jan	Required
	Martin, Nancy	Required
	Secretary's Conference Room (OS Managed)	Required
	Petersen, Molly	Required
	Ramakris, Jessica	Required
	Venable, Joshua	Required
	Ferguson, Gillum	Required
	Frederick, Matthew	Required
	Bailey, Nathan	Required
	Lee, Ebony	Required
	Botel, Jason	Required
	Buchesky, Stanley	Required
	Manning, James	Required
	Cordes, Bill	Required
	Stanton, Craig	Required
	Smith, Kathleen	Required

---

**Time** 2:30 PM – 3:00 PM  
**Subject** Check in about Story Gathering  
**Location** Skype  
**Show Time As** Busy

à HYPERLINK "https://meet.lync.com/usdedeop/meredith.bajgier/7

LYB85TB"Join Skype Meeting

This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

HYPERLINK "http://go.microsoft.com/fwlink/?LinkId=389737"Hel p

[!OC([1033])!]

.....  
.....  
I'm hoping we can use this time to speak about ways we can partner to collect stories for our emerging database, located on the shared drive: HYPERLINK "\\wdfb6fpr02\groups\oco\Event Communication Team\2017 Story Gathering"M:\Event Communication Team\2017 Story Gathering.

Gillum, you're optional, but please let us know if there are points or questions you'd like us to discuss at this meeting on your behalf.

\*IN CASE OF EMERGENCY\* If Skype fails us, here's the conference call information:

Conference Call Info:

Dial: (b)(6)  
Leader: (b)(6)  
Participant: (b)(6)

Attendees	Name	Attendance
	Linnehan, Meredith	Organizer
	Apostolides, Melissa	Required
	Kerr, Patrick	Required
	Ryan, Sam	Required
	Ferguson, Gillum	Optional

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**Time** 3:00 PM – 4:00 PM  
**Subject** Executive Secretariat Briefing  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
Hi all,

Throughout the last several weeks, many of you have assisted in clearing documents through the ExecSec process. Thank you for your help in reviewing and editing these documents.

This meeting will provide a briefing on ExecSec and all of their processes.

Thanks,  
Eric

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Bailey, Nathan	Required
	Botel, Jason	Required
	Brickman, Michael	Required

Buchesky, Stanley	Required
Chamberlain, Michael	Required
Cox-Roush, Deborah	Required
Delahunty, Sarah	Required
Eck, Kevin	Required
Eitel, Robert	Required
Ferguson, Gillum	Required
Goad, Robert	Required
Ham, Holly	Required
Holden, Ronald	Required
Hudson, Alexandra	Required
Jones, Amy	Required
Kossack, Andrew	Required
Lee, Ebony	Required
Manning, James	Required
Oberlies, Michael	Required
Reynolds, Cody	Required
Riemer, Jeffrey (Justin)	Required
Ruddock, Neil	Required
Shaheen, Patrick	Required
Smith, Kathleen	Required
Toner, Jana	Required
Ventimiglia, Eric	Required
Young, Patrick	Required
St.Pierre, Tracey	Required
Winters, Deborah	Required
Naber, Dianne	Required

**Time** 5:30 PM – 6:30 PM  
**Subject** 10 Day Look Ahead  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy  
 All: Please be advised – the time for this meeting may change.

Dial-in: (b)(6)  
 Participant: (b)(6)

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Delahunty, Sarah	Required
	daniel.vizzi@usdoj.gov	Required
	Frendewey, Matthew	Required
	Ferguson, Gillum	Required
	Bailey, Nathan	Required
	Holden, Ronald	Required
	Ventimiglia, Eric	Required
	Eitel, Robert	Required
	Lee, Ebony	Required
	Smith, Kathleen	Required

Goad, Robert	Required
Jonathan.P.Burnett@usdoj.gov	Required

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**Friday, April 14, 2017**

**Time** 1:00 PM – 1:30 PM  
**Subject** OSP Briefing  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time As** Busy

Attendees	Name	Attendance
	Venable, Joshua	Organizer
	Ferguson, Gillum	Required
	Lee, Ebony	Required
	Ruddock, Neil	Required
	Botel, Jason	Required
	Frendewey, Matthew	Required
	Goad, Robert	Required

---

**Time** 2:30 PM – 3:00 PM  
**Subject** Planning Meeting on Milken Institute Conference  
**Location** Secretary's Conference Room  
**Show Time As** Busy

EVENT: HYPERLINK  
"http://www.milkeninstitute.org/events/conferences/global-conference/2017/" 2017 Milken Institute Global Conference (20th Annual)

DATE: Sunday, April 30 – Wednesday, May 3 (3:00pm PST – 3:00pm PST)

LOCATION: The Beverly Hilton  
9876 Wilshire Boulevard  
Beverly Hills, CA 90210

INITIAL ASK: 3/5/17 - "Specifically, we would be thrilled to have the Secretary join Lowell Milken and other education leaders on a panel discussion (or another format) on Monday, May 1 of the conference. In addition to the panel, there are many private sessions taking place over the course of the conference that are invitation-only that we would be pleased for her to join." -Dianna Dunne, Director of Gov't Affairs, Milken Institute

FOLLOW UP: 3/29/17, Phone Call, 3:15pm EST, Dianna Dunne and Michael Oberlies

TIMELINE TO CONFIRM ATTENDANCE: Dianna Dunne (Milken) said they would ideally like to finalize the Secretary's participation in priority events by the end of this week, March 31. Additional events can be confirmed at a later date if need be.

**PRIORITY EVENTS FOR BDV:**

Dianna Dunne (Milken) has indicated the following events as a priority for the Secretary's participation at the Conference.

Monday, May 1, 2017

12:00PM - 2:00PM: Private Lunch with Education Leaders (Invitation Only, Private Session) (Location: The Beverly Hilton)

Description: Hosted by Lowell Milken, this interactive lunch discussion will focus on solutions to challenges in the K-12 and post-secondary education systems. Milken, founder of the National Institute for Excellence in Teaching and co-founder and chairman of the Milken Family Foundation, will join leaders in business and philanthropy for an invitation-only dialogue with some of America's foremost educators, business leaders, philanthropists and government officials.

In general, here is what we are thinking for the run of show for this private lunch (attended by approximately 70 participants). Lowell Milken will make brief opening remarks, then would introduce the Secretary for her to give remarks. At the conference, the public session format is always panel discussions (not formal remarks) so this lunch would be a good opportunity for her to give 'keynote' remarks before an influential group. After her remarks, Lowell would then moderate a conversation among all attendees. In general, attendees will include university presidents, education leaders, business and philanthropic leaders committed to improving education, elected officials and some K-12 educators.

NOTES: According to Dianna Dunne (Milken), this is a priority for the Secretary's participation. Lowell Milken would give opening remarks then would introduce the Secretary to give "keynote-esque" remarks from behind a podium to the group (the Conference does not contain any actual keynote addresses). Once the Secretary concludes, other speakers would address the group (Gov. Jeb Bush and former Secretary of Education Bill Bennett were given as examples).

2:00PM: Arrive the Speaker Ready Room

2:30PM - 3:30PM: A Conversation with U.S. Education Leaders (Location: The Beverly Hilton)

Draft Description: Despite highly visible and well-funded efforts to improve public education in the United States, significant challenges remain. This panel of education experts will tackle tough topics, propose remedies and identify avenues for business and philanthropic leaders to make an impact.

Speakers:

- Moderator Lowell Milken (Confirmed), Co-Founder and Chairman, Milken Family Foundation
- William Bennett (Confirmed), Former U.S. Secretary of Education; Member, Trump Leadership Council
- Betsy DeVos (Invited), U.S. Secretary of Education
- John King (Invited), Former U.S. Secretary of Education; Former Commissioner, New York State Public Schools

NOTES: According to Dianna Dunne (Milken), event would be a panel of former secretaries of education and the Secretary, moderated by Lowell Milken. Sec. King has not officially confirmed but Dunne said he is expected to attend.

ADDITIONAL EVENTS:

Dianna Dunne (Milken) has offered the following events to the Secretary's participation, if she so chooses, but places their importance lower than priority events.

Sunday, April 30, 2017

8:30AM - 11:30AM: Family Program (Location: The Beverly Hilton)

Description: An annual private gathering with a group of prominent families to discuss some of the most important issues facing them today - from how to seize financial opportunities while navigating turbulent markets to understanding some of the unique complexities involved with the acquisition and transfer of wealth. This interactive discussion offers a select group of individuals, families, and philanthropists information to thought leaders across a variety of topics during an off-the-record roundtable discussion.

NOTES: This is a casual event and the Secretary would attend more in a personal capacity rather than in a professional capacity.

12:00PM- 4:00PM: Leaders in Finance: A Conversation to Strengthen America's Economy and Competitiveness with Government and Business Leaders (Location: Private Residence OR The Beverly Hilton, TBA)

Description: This annual gathering of leaders at the Global Conference will examine policy priorities and investments that will enhance American competitiveness and drive economic growth. This off the record session allows participants (approximately 35 individuals) including Members of Congress, Administration officials, and CEOs of leading corporations and financial institutions to engage in an informative, candid dialogue.

NOTES: Event will be broken down into four, hour long round table-style discussions separated by 10 minute breaks - each hour on a different subject matter. Secretary would not need to stay for the full four hours, could come to any combination of subjects she desired. The room would be in conference-style with hollow square setup. Mike Milken is moderating and could introduce the Secretary to give casual remarks to the group (pre-discussion) if she desired.

4:30PM - 6:30PM: Private Welcome Reception (Location: Beverly Canon Gardens, 225 N. Canon Drive, Beverly Hills, CA 90210)

Description: According to Dianna Dunne (Milken), the space is a luxurious courtyard and attendance is expected at about 600, including many speakers of the conference. The space is roughly a five minute drive from The Beverly Hilton. No remarks or program, solely a social occasion.

6:30PM - 9:00PM: Private Welcome Dinner (Location: Private Residence TBA)

Description: According to Dianna Dunne (Milken), there will be six separate dinners happening at private homes (all in Beverly Hills). Mike Milken is heavily involved in curating each dinner and guest list. Dunne ensured that the dinner would be productive for the Secretary.

Mike Milken will be dining at Stewart and Lynda Resnick's home. Another host mentioned was Tony Pritzker.

Saturday, April 29, 2017

Dianna Dunne (Milken) mentioned a private event happening on the Saturday before the conference that would be open to the Secretary. Mike and Lowell Milken are hosting a casual game night, referred to as "Global Gourmet Games," with trivia, food, and wine for a group of invited guests. There was no indication of who the other guests would be.

MEDIA: According to Dianna Dunne (Milken), CNBC, Fox Business, and Bloomberg will be broadcasting on site during the conference and that the Milken would be happy to arrange interviews for the Secretary or otherwise make sure she had access to those outlets.

ADDITIONAL INFORMATION:

According to Dianna Dunne (Milken), Sunday and Monday are the best-attended days of the Conference and the days containing the highest-caliber speakers.

DRAFT SCHEDULE OF EVENT: (As of 3/29, pulled from Milken  
HYPERLINK "<http://www.cvent.com/events/2017-milken-institute-global-conference/custom-37-6c6c3f78682540ae95b73d44a279f750.aspx>" website)  
Sunday, April 30  
8:00 AM -8:00 PM  
Registration opens

Monday, May 1  
6:00 AM  
Registration Opens

6:00 AM – 8:30 AM  
Continental Breakfast

6:30 AM – 7:45 AM  
Private Breakfasts

8:00AM – 9:15 AM  
Breakout Sessions

9:30 AM – 10:45 AM  
Breakout Sessions  
Roundtables

11:00 AM – 12:15 PM  
Breakout Sessions  
Roundtables

12:15 PM – 2:00 PM  
Lunch Panel

(Doors Open at 12:00 PM)  
2:30 PM - 3:40 PM  
Breakout Sessions  
Roundtables

3:50 PM – 5:00 PM  
Breakout Sessions  
Roundtables

5:15 PM – 6:15 PM  
Plenary

6:30 PM – 7:30 PM  
Speaker & Sponsor Reception  
General Reception  
Private Receptions

7:30 PM - 8:45 PM  
Dinner Panel

9:00 PM - 10:30 PM  
Late Night  
Tuesday, May 2  
6:00 AM  
Registration Opens

6:00 AM – 8:30 AM  
Continental Breakfast

6:30 AM - 7:45 AM  
Private Breakfasts  
Breakout Sessions  
Roundtables

8:00 AM - 9:15 AM  
Breakout Sessions  
Roundtables

9:30 AM - 10:45 AM  
Breakout Sessions  
Roundtables

11:00 AM - 12:15 PM  
Breakout Sessions  
Roundtables

12:15 PM - 2:00 PM  
Lunch Panel

(Doors Open at 12:00 PM)  
2:30 PM - 3:45 PM  
Breakout Sessions  
Roundtables

4:00 PM - 5:15 PM  
Breakout Sessions  
Roundtables

5:30 PM - 6:45 PM  
Speaker & Sponsor Reception  
General Reception  
Private Receptions

Wednesday, May 3  
8:00 AM  
Registration Opens

6:00 AM – 8:30 AM  
Continental Breakfast

6:30 AM - 7:45 AM  
Private Breakfasts

8:00 AM - 9:15 AM  
Breakout Sessions  
Roundtables

9:30 AM - 10:45 AM  
Breakout Sessions  
Roundtables

11:00 AM – 12:15 PM  
Breakout Sessions  
Roundtables

12:15 PM - 2:15 PM  
Lunch Panel

(Doors Open at 12:00 PM)  
2:30 PM - 3:45 PM  
Breakout Sessions  
Roundtables

4:00 PM – 5:15 PM  
Breakout Sessions  
Roundtable

5:30 PM - 6:30 PM  
Closing Reception

Attendees	Name	Attendance
	Delahunty, Sarah	Organizer
	Frendewey, Matthew	Required
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Lee, Ebony	Required
	Simmons, Lee (Dougie)	Required
	Holden, Ronald	Required

**Time** 3:30 PM – 4:00 PM  
**Subject** (b)(5)  
**Location** bullpen  
**Show Time As** Busy  
(b)(5) Let me know  
if this time does not work and we can find a different time today

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Ferguson, Gillum	Organizer
	Reynolds, Cody	Required
	Smith, Kathleen	Required
	Frendewey, Matthew	Required
	Bailey, Nathan	Required

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**Time** 4:45 PM – 5:15 PM  
**Subject** Weekly Update: Comms Triumvirate  
**Location** COS Office  
**Show Time As** Busy

<b>Attendees</b>	<b>Name</b>	<b>Attendance</b>
	Venable, Joshua	Organizer
	Bailey, Nathan	Required
	Ferguson, Gillum	Required
	Frendewey, Matthew	Required

Gillum Ferguson  
Office of Communications and Outreach  
U.S. Department of Education

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**Tuesday, February 07, 2017**



**Time** 3:00 PM – 3:30 PM

**Subject** Beachhead Meeting

**Location** Secretary Conference Room

**Show Time** Busy


**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Young, Patrick <Patrick.Young@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required

Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Rierner, Jeffrey <Jeffrey.Rierner@ed.gov>	Required
Eck, Kevin <Kevin.Eck@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Ramos, Beatriz <Beatriz.Ramos@ed.gov>	Required

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**Wednesday, February 08, 2017**

 **Time** 2:00 PM – 2:30 PM

**Subject** All-Staff Meeting and Meet & Greet with Sec. Betsy DeVos

**Location** Barnard Auditorium, LBJ, and Online

**Show Time** Busy

**As**

Employees are invited to the first All-Staff Meeting with Secretary of Education Betsy DeVos

Wednesday, Feb. 8, 2:00 PM -2:30 PM ET

Barnard Auditorium, LBJ Building and on [HYPERLINK "http://mediasite.ed.gov/"](http://mediasite.ed.gov/) Mediasite\* and [HYPERLINK "http://edstream.ed.gov/"](http://edstream.ed.gov/) EDstream\* with live captioning. Sign-language interpreting will be provided.

**AGENDA**

Welcoming Remarks, Acting General Counsel Phil Rosenfelt

Remarks from Secretary of Education Betsy DeVos

Informal Meet and Greet

**\*MEDIASITE & EDSTREAM**

Employees may watch this event live or later via the archives at the same links.

**MEDIASITE INSTRUCTIONS:**

For employees working inside ED buildings, use Internet Explorer to access HYPERLINK "http://mediasite.ed.gov/" Mediasite at this link.

**EDSTREAM INSTRUCTIONS:**

For teleworkers, this event will also air on HYPERLINK "http://edstream.ed.gov/" EDstream at this link. You cannot access EDstream while logged into HYPERLINK "http://gotowork.ed.gov" gotowork.ed.gov or Aventail/Citrix. You may be able to see the event, but you will not be able to hear it. You must open a browser outside of Aventail/Citrix, preferably in Internet Explorer, and then go to the link provided.

If you have questions of problems with Mediasite or EDstream, please call the Help Desk at 202 708 4357.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	DoED - All ED Employees <DoED-AllEDEmployees@ed.gov>	Required

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**Time** 4:00 PM – 5:00 PM  
**Subject** FW: (b)(5)  
**Location** Undersecretary's office or call in  
**Attachments** (b)(5)  
**Show Time** Busy  
**As** Andrew/Justin,

There is a meeting in the Under Secretary's Office at 4:00pm today (b)(5)  
(b)(5) would like you both to attend. I understand you, Andrew, have other responsibilities today and they should be your first priority.

Below are the documents OGC has provided in advance of the meeting, for your review.

Jim

-----Original Appointment-----

From: Mahaffie, Lynn

Sent: Tuesday, February 07, 2017 5:23 PM

To: Mahaffie, Lynn; Manning, James; Rosenfelt, Phil;  
McFadden, Elizabeth; Conaty, Joe; Urwitz, Jay; Zibel,  
Daniel; Arnold, Nathan; Runcie, James; Bennett, Ron;  
Minor, Robin

Subject: (b)(5)

When: Wednesday, February 08, 2017 4:00 PM-5:00  
PM (UTC-05:00) Eastern Time (US & Canada).

Where: Undersecretary's office or call in

Call in number: (b)(6)

Participant code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Urwitz, Jay <Jay.Urwitz@ed.gov>	Required
	Zibel, Daniel <Daniel.Zibel@ed.gov>	Required
	Arnold, Nathan <Nathan.Arnold@ed.gov>	Required
	Runcie, James <James.Runcie@ed.gov>	Required
	Bennett, Ron <Ron.Bennett@ed.gov>	Required
	Minor, Robin <Robin.Minor@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
	Riemer, Jeffrey <Jeffrey.Riemer@ed.gov>	Optional

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Thursday, February 09, 2017

**Time** 9:30 AM – 10:00 AM  
**Subject** jason briefs Justin & Ebony on forthcoming (b)(5)  
(b)(5)  
**Location** Justin's office  
**Show Time** Busy  
**As**  

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

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**Friday, February 10, 2017**

**Time** 9:30 AM – 10:10 AM  
**Subject** (b)(5)  
**Location** 6E251  
**Show Time** Busy  
**As**  

Jason: I needed to move the meeting back to allow Elizabeth to drive in from home. I also did not find Justin in the directory, so please forward the invite to him. Please let me know if you have any questions. Thanks.

Phil

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Optional

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**Time** 11:00 AM – 12:30 PM  
**Subject** Background Q Interview  
**Location** My Office  
**Show Time** Busy  
**As**  
Agent Darden  
202-215-7389

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**Time** 4:45 PM – 5:15 PM  
**Subject** Call at 430

**Show Time** Busy  
**As**

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**Monday, February 13, 2017**

**Time** 1:00 PM – 2:00 PM  
**Subject** CFC Awards Ceremony  
**Location** LBJ Barnard Auditorium  
**Show Time** Tentative  
**As**

The CFC Awards Ceremony takes place soon! Celebrate what you and your colleagues accomplished during ED's incredible 2016 CFC campaign. There will be cake! See details below.

The CFC Awards Ceremony takes place Feb. 13 from 1PM—2PM in LBJ's Barnard Auditorium.

The Combined Federal Campaign (CFC) Awards Ceremony is an opportunity to say THANK YOU to everyone who made ED's 2016 CFC campaign an incredible, record-breaking success.

A variety of awards recognizing the department, individual offices, campaign workers, and donors will be given out. Join your colleagues in celebrating what you've accomplished together. There will be cake!

Let's celebrate a record-breaking campaign.

With your help, ED achieved incredible results for charities and causes in desperate need of resources.

ED's 2016 Combined Federal Campaign raised over \$535K, well above our \$515K dollar goal. The last time ED achieved its dollar goal was 4 years ago in 2012!

We wanted to see at least 35% of the Department participate in the 2016 campaign. Amazingly, over 35% of ED contributed, a 5 percentage point increase over 2015's participation rate—more than double the increase warranting special recognition from the national campaign.

The ED family demonstrated remarkable generosity. We outperformed the overall campaign on several fronts, including % toward dollar goal, participation rate, avg. donation, and avg. gift per capita.

Go ED. Now let's celebrate!

For people outside of an ED building, watch the event here:  
<https://edstream.ed.gov/webcast/Play/7cfd8065e8e441a0b9273a3de92bdacf1d>. Those inside of an ED building can go to [mediasite.ed.gov](https://mediasite.ed.gov)

If you require other reasonable accommodations to participate in this event, please contact Daniel McGinn-Shapiro by phone, 202-245-7251, or email at [Daniel.McGinnShapiro@ed.gov](mailto:Daniel.McGinnShapiro@ed.gov) no later than February 8.

Attendees	Name <E-mail>	Attendance
	CFC < <a href="mailto:CFC@ed.gov">CFC@ed.gov</a> >	Organizer
	DoED - UCP - ED Employees < <a href="mailto:DoED-UCP-EDEmployees@ed.gov">DoED-UCP-EDEmployees@ed.gov</a> >	Required
	DoED - LBJ - ED Employees < <a href="mailto:DoED-LBJ-EDEmployees@ed.gov">DoED-LBJ-EDEmployees@ed.gov</a> >	Required
	DoED - PCP - ED Employees < <a href="mailto:DoED-PCP-EDEmployees@ed.gov">DoED-PCP-EDEmployees@ed.gov</a> >	Required
	Moak, Rebecca < <a href="mailto:Rebecca.Moak@ed.gov">Rebecca.Moak@ed.gov</a> >	Optional
	McMahon, Sean < <a href="mailto:Sean.McMahon@ed.gov">Sean.McMahon@ed.gov</a> >	Optional
	Chapman, Sheilah < <a href="mailto:Sheilah.Chapman@ed.gov">Sheilah.Chapman@ed.gov</a> >	Optional
	Blount, Venus < <a href="mailto:Venus.Blount@ed.gov">Venus.Blount@ed.gov</a> >	Optional
	Plight, Andrea < <a href="mailto:Andrea.Pligh@ed.gov">Andrea.Pligh@ed.gov</a> >	Optional
	Barnes, Nelda < <a href="mailto:Nelda.Barnes@ed.gov">Nelda.Barnes@ed.gov</a> >	Optional

McDade, John <John.McDade@ed.gov>	Optional
Bennett, Ron <Ron.Bennett@ed.gov>	Optional
Malone, Emily <Emily.Malone@ed.gov>	Optional
Lewis, Crystal <Crystal.Lewis@ed.gov>	Optional
Weber, Keely <Keely.Weber@ed.gov>	Optional
Addie, Sean <Sean.Addie@ed.gov>	Optional
Bruce, Sandra <Sandra.Bruce@ed.gov>	Optional
McCormick, Christopher <Christopher.McCormick@ed.gov>	Optional
Bazile, Alexis <Alexis.Bazile@ed.gov>	Optional
Hoblitzell, Barbara <Barbara.Hoblitzell@ed.gov>	Optional
Allen, Charles <Charles.Allen@ed.gov>	Optional
Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
Nevarez, Rafael <Rafael.Nevarez@ed.gov>	Optional
Wood, Tina <Tina.Wood@ed.gov>	Optional
Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Optional
Koumare, Tracy <Tracy.Koumare@ed.gov>	Optional
Simonds, Camille <Camille.Simonds@ed.gov>	Optional
Winters, Deborah <Deborah.Winters@ed.gov>	Optional
Cooper, Adam <Adam.Cooper@ed.gov>	Optional
Layton, Robert <Robert.Layton@ed.gov>	Optional
Joseph, Dejah <Dejah.Joseph@ed.gov>	Optional
Arthur, Susan <Susan.Arthur@ed.gov>	Optional

Hammersmith, Carollynn <Carollynn.Hammersmith@ed.gov>	Optional
Richards, Jim <Jim.richards@ed.gov>	Optional
Jefferson, Denise <Denise.Jefferson@ed.gov>	Optional
Lee, Janice <Janice.Lee@ed.gov>	Optional
Liu, Rebecca <Rebecca.Liu@ed.gov>	Optional
Montgomery, Taylor <Taylor.Montgomery@ed.gov>	Optional
Metzger, Ivan <Ivan.Metzger@ed.gov>	Optional
Carter, Sharon <Sharon.Carter@ed.gov>	Optional
Kasior, Anna <Anna.Kasior@ed.gov>	Optional
Burford, Tony <Tony.Burford@ed.gov>	Optional
Scott, Tracey <Tracey.Albert@ed.gov>	Optional
Armwood, Rick <Rick.Armwood@ed.gov>	Optional
Lowery, Stephanie <Stephanie.Lowery@ed.gov>	Optional
Weiss, Nathan <Nathan.Weiss@ed.gov>	Optional
Carter, Denise <Denise.Carter@ed.gov>	Optional
Estep III, Bobby <Bobby.Estep@ed.gov>	Optional
Tate, Christopher <Christopher.Tate@ed.gov>	Optional
Kesner, Paul <Paul.Kesner@ed.gov>	Optional
Simeone, Anthony <Anthony.Simeone@ed.gov>	Optional
Drew, Andrea <Andrea.Drew@ed.gov>	Optional
Aghdami, Kamran <Kamran.Aghdami@ed.gov>	Optional

Chism, Monique <Monique.Chism@ed.gov>	Optional
Johnson, Javette <Javette.Johnson@ed.gov>	Optional
Wehausen, Robert <Robert.Wehausen@ed.gov>	Optional
Ebanks, Caroline <Caroline.Ebanks@ed.gov>	Optional
Rines, Darryl <Darryl.Rines@ed.gov>	Optional
Callins, Corrinne <Corrinne.Callins@ed.gov>	Optional
Jung, Britt <Britt.Jung@ed.gov>	Optional
Montanti, Irene <Irene.Montanti@ed.gov>	Optional
Dyson-Duffy, Lisa <Lisa.Dyson-Duffy@ed.gov>	Optional
Lopez, Francisco Javier <Francisco.Javier.Lopez@ed.gov>	Optional
Fowler, Anthony <Anthony.Fowler@ed.gov>	Optional
Crawley, Shelby <Shelby.Crawley@ed.gov>	Optional
Rubin, Todd <Todd.Rubin@ed.gov>	Optional
Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Optional
Beth, Brittany <Brittany.Beth@ed.gov>	Optional
Smith, Richard <Richard.Smith@ed.gov>	Optional
Crim, Susan <Susan.Crim@ed.gov>	Optional
Booth, Lindsay <Lindsay.Booth@ed.gov>	Optional
Gardner, Ashley <Ashley.Gardner@ed.gov>	Optional

Quesinberry, Elaine <Elaine.Quesinberry@ed.gov>	Optional
Doney, Joseph <Joseph.Doney@ed.gov>	Optional
Reed, Rosalyn <ROSALYN.Reed@ed.gov>	Optional
Clarke, Robbie V. <Robbie.Clarke@ed.gov>	Optional
Haigh, John <John.Haigh@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Reinhard, Kristin (OIG) <Kristin.Reinhard@ed.gov>	Optional
Doyle, William <William.Doyle@ed.gov>	Optional
Washington, Lisa D. <Lisa.D.Washington@ed.gov>	Optional
Bunk, Andrew <Andrew.Bunk@ed.gov>	Optional
Hathcock, John <John.Hathcock@ed.gov>	Optional
Jackson, Tonia <Tonia.Jackson@ed.gov>	Optional
Huber, Amy <Amy.Huber@ed.gov>	Optional
Bassett-King, Lenear <Lenear.Bassett-King@ed.gov>	Optional
Kostic, Kandice <Kandice.Kostic@ed.gov>	Optional
Piskator, Gene <Gene.Piskator@ed.gov>	Optional
Pope, Tracy <Tracy.Pope@ed.gov>	Optional
Murrish, Sidney N. <Sidney.Murrish@ed.gov>	Optional
Reynolds, Richard (Tim) <Richard.Reynolds@ed.gov>	Optional
Slater, Kesha <Kesha.Slater@ed.gov>	Optional
Miceli, Roberta <Roberta.Miceli@ed.gov>	Optional

Harwarth, Irene <Irene.Harwarth@ed.gov>	Optional
Fernando, Roy <Roy.Fernando@ed.gov>	Optional
Alfuth, Jon <Jon.Alfuth@ed.gov>	Optional
Hudgins, Rodney <Rodney.Hudgins@ed.gov>	Optional
Kelly, Patrick <Patrick.Kelly@ed.gov>	Optional
Eskelsen, Eric <Eric.Eskelsen@ed.gov>	Optional
McDevitt, Lisa <Lisa.McDevitt@ed.gov>	Optional
Murphy, Robert <Robert.Murphy@ed.gov>	Optional
Pinckney, Christine F. <Christine.Pinckney@ed.gov>	Optional
Carriedo, Andres <Andres.Carriedo@ed.gov>	Optional
Gray, Michael <Michael.Gray@ed.gov>	Optional
Trick, Frederic <Frederic.Trick@ed.gov>	Optional
Taverner, Theodore <Theodore.Taverner@ed.gov>	Optional
Anderson, Alexis <Alexis.Anderson@ed.gov>	Optional
Ponce, Carola <Carola.Ponce@ed.gov>	Optional
Suris, Ralph <Ralph.Suris@ed.gov>	Optional
Betancourt, Alberto <Alberto.Betancourt@ed.gov>	Optional
Keohane, Bryan <Bryan.Keohane@ed.gov>	Optional
Sattler, Neil <Neil.Sattler@ed.gov>	Optional
Collins, Jackie <Jackie.Collins@ed.gov>	Optional
Pabulos, Kaegy <Kaegy.Pabulos@ed.gov>	Optional

Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Optional
Henschel, Gregory <Gregory.Henschel@ed.gov>	Optional
Berkowitz, David <David.Berkowitz@ed.gov>	Optional
Choi, Jean <Jean.Choi@ed.gov>	Optional
Garcia, Sandra <Sandra.Garcia@ed.gov>	Optional
Spitzgo, William <William.Spitzgo@ed.gov>	Optional
Letourneau, Kristina <Kristina.Letourneau@ed.gov>	Optional
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Lopez, Lea <Lea.Lopez@ed.gov>	Optional
Tuia, Justis <Justis.Tuia@ed.gov>	Optional
Wolfson, Erik <Erik.Wolfson@ed.gov>	Optional
Ramirez, Lisa <Lisa.Ramirez@ed.gov>	Optional
Berry, Robert <Robert.Berry@ed.gov>	Optional
Cuffey, Linda <Linda.Cuffey@ed.gov>	Optional
Fenwick, Beverly <Beverly.Fenwick@ed.gov>	Optional
Roberts, Sherika <Sherika.Roberts@ed.gov>	Optional
Osineme, Sylvester <Sylvester.Osineme@ed.gov>	Optional
Eldridge, Elizabeth <Elizabeth.Eldridge@ed.gov>	Optional
Stullich, Stephanie <Stephanie.Stullich@ed.gov>	Optional

Wise, Shane <Shane.Wise@ed.gov>	Optional
Taylor, Katherine <Katherine.Taylor@ed.gov>	Optional
Todt, Andrea <Andrea.Todt@ed.gov>	Optional
Kirksey, Glenn <Glenn.Kirksey@ed.gov>	Optional
Hernandez, Ricardo <Ricardo.Hernandez@ed.gov>	Optional
Washington, Lenore <Lenore.Washington@ed.gov>	Optional
Farmer, Katrina <Katrina.Farmer@ed.gov>	Optional
Hill, Allen <Allen.Hill@ed.gov>	Optional
Kimball, Karen <Karen.Kimball@ed.gov>	Optional
Wood, Tony <Tony.Wood@ed.gov>	Optional
Goff, Jessica <Jessica.Goff@ed.gov>	Optional
Schmidt, Ashlee <Ashlee.Schmidt@ed.gov>	Optional
Free, James <James.Free@ed.gov>	Optional
Savage, Jay <Jay.Savage@ed.gov>	Optional
Christopher, Elise <Elise.Christopher@ed.gov>	Optional
Lankford, Sharon <Sharon.Lankford@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional
Thomas, Sylvia <Sylvia.Reid@ed.gov>	Optional
Cook, John <John.Cook@ed.gov>	Optional
Bennett, Sarah <Sarah.Bennett@ed.gov>	Optional
Frazier, Wanda <Wanda.Frazier@ed.gov>	Optional
Chhabra, Vinita <Vinita.Chhabra@ed.gov>	Optional

Osby, Shamanda <Shamanda.Osby@ed.gov>	Optional
Miller, Daniel J <Daniel.Miller@ed.gov>	Optional
Lowe, Eddie <Eddie.Lowe@ed.gov>	Optional
Powell, James <James.Powell@ed.gov>	Optional
Cadet, Jean-Paul <Jean-Paul.Cadet@ed.gov>	Optional
Fleming, Patrice <Patrice.Fleming@ed.gov>	Optional
Boccanfuso, Christopher <Chris.Boccanfuso@ed.gov>	Optional
Shewack, Linda <Linda.Shewack@ed.gov>	Optional
Bennett, Debra <Debra.Bennett@ed.gov>	Optional
Grigoryan, Vahan <Vahan.Grigoryan@ed.gov>	Optional
Sullivan, Madeline <Madeline.Sullivan@ed.gov>	Optional
Cunningham, Phavy <Phavy.Cunningham@ed.gov>	Optional
Revill, David <David.Revill@ed.gov>	Optional
Farris, Danny <Danny.Farris@ed.gov>	Optional
Escalante, Melissa <Melissa.Escalante@ed.gov>	Optional
Broadus, Wanda <Wanda.Broadus@ed.gov>	Optional
Hartle, Jesse <Jesse.Hartle@ed.gov>	Optional
Brinson, Donald <Donald.Brinson@ed.gov>	Optional
Semaszczuk, Slawko <Slawko.Semaszczuk@ed.gov>	Optional

Stetser, Marie <Marie.Stetser@ed.gov>	Optional
Draughn, Michelle <Michelle.Draughn@ed.gov>	Optional
Janssen, Pamela <Pamela.Janssen@ed.gov>	Optional
Wolridge, Curtis <Curtis.Wolridge@ed.gov>	Optional
Hong, Jennifer <Jennifer.Hong@ed.gov>	Optional
Shipp, Paula <Paula.Shipp@ed.gov>	Optional
Whitaker, Calvin <Calvin.Whitaker@ed.gov>	Optional
Rhodes, Lisa <Lisa.Rhodes@ed.gov>	Optional
Winzer, Etienna (ET) <Etienna.Winzer@ed.gov>	Optional
Riddick, Angela <Angela.Riddick@ed.gov>	Optional
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Optional
Rooney, Patrick <Patrick.Rooney@ed.gov>	Optional
Olmeda, Rosa <Rosa.Olmeda@ed.gov>	Optional
Williams, Leo <Leo.Williams@ed.gov>	Optional
Pace, Sheba <Sheba.Pace@ed.gov>	Optional
Ryan, Sam <Sam.Ryan@ed.gov>	Optional
Griffin, Wesley <Wesley.Griffin@ed.gov>	Optional
Band, Michael <Michael.Band@ed.gov>	Optional
Joseph, Denise <Denise.Joseph@ed.gov>	Optional
Ramsey, Tara <Tara.Ramsey@ed.gov>	Optional
Cross, Freddie <Freddie.Cross@ed.gov>	Optional
Barthmaier, James <James.Barthmaier@ed.gov>	Optional

Honeysett, Adam <Adam.Honeysett@ed.gov>	Optional
Ewell, Mae <Mae.Ewell@ed.gov>	Optional
Evola, Josephine <Josie.Evola@ed.gov>	Optional
Morris, Michael <Michael.Morris@ed.gov>	Optional
Segich, Richard <Richard.Segich@ed.gov>	Optional
Steenen, Paul <Paul.Steenen@ed.gov>	Optional
Taliaferro, Jason <Jason.Taliaferro@ed.gov>	Optional
Williams, Sydney <Sydney.Williams@ed.gov>	Optional
Madsen, Stephen <Stephen.Madsen@ed.gov>	Optional
Diamond, Tina <Tina.Diamond@ed.gov>	Optional
Johnson, Consuelo <Consuelo.Johnson@ed.gov>	Optional
Fenton, Christopher <Christopher.Fenton@ed.gov>	Optional
Pollard, Daniel <Daniel.Pollard@ed.gov>	Optional
McCarroll, Jill <Jill.McCarroll@ed.gov>	Optional
Toussaint, Monique <Monique.Toussaint@ed.gov>	Optional
Rodrigue, Tiina <Tiina.Rodrigue@ed.gov>	Optional
McClendon, Jenny <Jenny.McClendon@ed.gov>	Optional
Metcalf, Catherine <Catherine.Metcalf@ed.gov>	Optional
Brown, Matt <Matt.Brown@ed.gov>	Optional
White, Carla <Carla.White@ed.gov>	Optional

Hendrickson, Michael <Michael.Hendrickson@ed.gov>	Optional
Douglas-Green, LaShawn <LaShawn.DouglasGreen@ed.gov>	Optional
Silvan, Melvin <Melvin.Silvan@ed.gov>	Optional
Miller, Rebecca <Rebecca.Miller@ed.gov>	Optional
Broschi, Michael <Michael.Broschi@ed.gov>	Optional
Slijepcevic, Stacey <Stacey.Slijepcevic@ed.gov>	Optional
Peasley, Donald <Donald.Peasley@ed.gov>	Optional
Eichner, Jill <Jill.Eichner@ed.gov>	Optional
Santy, Ross <Ross.Santy@ed.gov>	Optional
Watson, Jeffrey <Jeffrey.Watson@ed.gov>	Optional
Torres, Jessica <Jessica.Torres@ed.gov>	Optional
Ohnemus, Edward <Edward.Ohнемus@ed.gov>	Optional
Richardson, Andre <Andre.Richardson@ed.gov>	Optional
Berg, Erin <Erin.Berg@ed.gov>	Optional
Hill, Paula <Paula.Hill@ed.gov>	Optional
Prather, Stephanie <Stephanie.Prather@ed.gov>	Optional
Morgan, Earl <Earl.Morgan@ed.gov>	Optional
Roach, Ronald <Ronald.Roach@ed.gov>	Optional
Burley, Milton <Milton.Burley@ed.gov>	Optional
Butler, Brandice <Brandice.Butler@ed.gov>	Optional

Reyes, Frederick <Frederick.Reyes@ed.gov>	Optional
Tucker, Michelle <Michelle.Tucker@ed.gov>	Optional
Young, Jennifer (OGC) <Jennifer.Young@ed.gov>	Optional
Ferg-Cadima, James <James.Ferg-Cadima@ed.gov>	Optional
Mercer, Bob <Bob.Mercer@ed.gov>	Optional
Bray, Debra <Debra.Bray@ed.gov>	Optional
Rigas, Laura <Laura.Rigas@ed.gov>	Optional
Friendly, Deborah <Deborah.Friendly@ed.gov>	Optional
Hodgdon, Jane <Jane.Hodgdon@ed.gov>	Optional
Boone, Nicole (FSA) <Nicole.Boone@ed.gov>	Optional
Holmes, Michael <Michael.Holmes@ed.gov>	Optional
Elie, Erika <Erika.Elle@ed.gov>	Optional
Baig, Abdul <Abdul.Baig@ed.gov>	Optional
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Optional
Byrne, Debra <Debra.Byrne@ed.gov>	Optional
Judd, Elizabeth <Elizabeth.Judd@ed.gov>	Optional
Robinson, Mark <Mark.Robinson@ed.gov>	Optional
Nawaz, Ann <Ann.Nawaz@ed.gov>	Optional
Killian, Kathy <Kathy.Killian@ed.gov>	Optional
Shields, Trina <Trina.Shields@ed.gov>	Optional
Cantos, Ollie <Ollie.Cantos@ed.gov>	Optional

Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
Butler, Connie <Connie.Butler@ed.gov>	Optional
Rosenberg, Joshua <Joshua.Rosenberg@ed.gov>	Optional
Rangel, Alfonso <Alfonso.Rangel@ed.gov>	Optional
Gill, Amandeep <Amandeep.Gill@ed.gov>	Optional
Sowell, Felicia <Felicia.Sowell@ed.gov>	Optional
Bookman, Adam <Adam.Bookman@ed.gov>	Optional
Price, Veronica <Veronica.Price@ed.gov>	Optional
Sanchez, Carmen <Carmen.Sanchez@ed.gov>	Optional
Cotton, Julius <Julius.Cotton@ed.gov>	Optional
Cooke, Geneise <Geneise.Cooke@ed.gov>	Optional
Ritter, Kimberly <Kimberly.Ritter@ed.gov>	Optional
Schweitzer, Sherry <Sherry.Schweitzer@ed.gov>	Optional
McKenzie, Carla <Carla.McKenzie@ed.gov>	Optional
Lee, Ebony <Ebony.Lee@ed.gov>	Optional
Olufemi, Cyril <Cyril.Olufemi@ed.gov>	Optional
Martin, Nancy <Nancy.Martin@ed.gov>	Optional
Goodridge, Marcella <Marcella.Keiller@ed.gov>	Optional
Merolli, Emily <Emily.Merolli@ed.gov>	Optional
Gwaltney, Patricia <Patricia.Gwaltney@ed.gov>	Optional
McDermott, Maryann	Optional

<Maryann.McDermott@ed.gov>	
Cook, Karolyn <Karolyn.Cook@ed.gov>	Optional
Love, Mark <Mark.Love@ed.gov>	Optional
Blanchett, Irma <Irma.Blanchett@ed.gov>	Optional
Perry, Tracey <Tracey.Perry@ed.gov>	Optional
Galik, Daniel <Daniel.Galik@ed.gov>	Optional
Colon, Nina <Nina.Colon@ed.gov>	Optional
Bryant, Shirley A <Shirley.A.Bryant@ed.gov>	Optional
Dalton, Ashby <Ashby.Dalton@ed.gov>	Optional
Curtis, Alisha <Alisha.Curtis@ed.gov>	Optional
Albro, Elizabeth <Elizabeth.Albro@ed.gov>	Optional
Gray, Calonie <Calonie.Gray@ed.gov>	Optional
Berrios, Oscar <Oscar.Berrios@ed.gov>	Optional
Freeman-Simpkins, Mary <Mary.FreemanSimpkins@ed.gov>	Optional
Turner, Sonja <Sonja.Turner@ed.gov>	Optional
Pollard, Erin <Erin.Pollard@ed.gov>	Optional
Aiello, Joe <Joe.Aiello@ed.gov>	Optional
Moye, Teshanee <Teshanee.Moye@ed.gov>	Optional
Young, Gizelle <Gizelle.Young@ed.gov>	Optional
Stallings, Aubrey <Aubrey.Stallings@ed.gov>	Optional
Grossinger, Janel <Janel.Grossinger@ed.gov>	Optional
Burke, Sandra <Sandra.Burke@ed.gov>	Optional

Hibler, Wyndon <Wyndon.Hibler@ed.gov>	Optional
Wilson, Otis <Otis.Wilson@ed.gov>	Optional
Starr, Benjamin <Benjamin.Starr@ed.gov>	Optional
Shakir, Barakat <Barakat.Shakir@ed.gov>	Optional
Mathew, Rebecca <Rebecca.Mathew@ed.gov>	Optional
Rodriguez, Jennifer <Jennifer.Rodriguez@ed.gov>	Optional
Arter, Nicholas <Nicholas.Arter@ed.gov>	Optional
Outland, Frances <Frances.Outland@ed.gov>	Optional
Reid, Hugh <Hugh.Reid@ed.gov>	Optional
Goodman, Amber <Amber.Goodman@ed.gov>	Optional
Johnson, Lakiyah <Lakiyah.Johnson@ed.gov>	Optional
McFadden, Darryl <Darryl.McFadden@ed.gov>	Optional
Provasnik, Stephen <Stephen.Provasnik@ed.gov>	Optional
Toye, Diarra <Diarra.Toye@ed.gov>	Optional
Toles, Vacherrie <Vacherrie.Toles@ed.gov>	Optional
Larson, Meredith <Meredith.Larson@ed.gov>	Optional
Lucas, Richard <Richard.Lucas@ed.gov>	Optional
Foss, Ian <Ian.Foss@ed.gov>	Optional
Anderson, Robert <Robert.Anderson@ed.gov>	Optional
Tofig, Dana <Dana.Tofig@ed.gov>	Optional

Barr, Bernard <Bernard.Barr@ed.gov>	Optional
Owen, Nicholas O. <Nicholas.Owen@ed.gov>	Optional
Coverson, Marcella <Marcella.Coverson@ed.gov>	Optional
Yang, Quan <Quan.Yang@ed.gov>	Optional
Manuel, Camille <Camille.Manuel@ed.gov>	Optional
Courchaine, Tara <Tara.Courchaine@ed.gov>	Optional
Jackson, Eric D. <Eric.Jackson@ed.gov>	Optional
Roberts, Edie <Edie.Roberts@ed.gov>	Optional
Jones, LaShae <LaShae.Jones@ed.gov>	Optional
Lee, Carolyn <Carolyn.Lee@ed.gov>	Optional
Ingalls, Katrina <Katrina.Ingalls@ed.gov>	Optional
Linnehan, Meredith <Meredith.Bajgier@ed.gov>	Optional
Caesar, Hilbert <Hilbert.Caesar@ed.gov>	Optional
Brown, Glennette <Glennette.Brown@ed.gov>	Optional
Franklin, Sedika <Sedika.Franklin@ed.gov>	Optional
Moser, William <William.Moser@ed.gov>	Optional
Weaver-Dugan, Michele <Michele.Weaver-Dugan@ed.gov>	Optional
Pope, Toni <Toni.Pope@ed.gov>	Optional
Jackson, Nathaniel <Nathaniel.Jackson@ed.gov>	Optional
Stracke, Linda <Linda.Stracke@ed.gov>	Optional
Wensil, Brenda <Brenda.Wensil@ed.gov>	Optional

Fergusson, Tammi <Tammi.Fergusson@ed.gov>	Optional
Kelley, Antione <Antione.Kelley@ed.gov>	Optional
Erdelyi, Tom <Tom.Erdelyi@ed.gov>	Optional
Thompson, D'Mekka <DMekka.Thompson@ed.gov>	Optional
Logan, Jonathan <Jonathan.Logan@ed.gov>	Optional
Flamm, Doug <Doug.Flamm@ed.gov>	Optional
Leonard, Angie <Angie.Leonard@ed.gov>	Optional
Mitchell, Tracy <Tracy.Mitchell@ed.gov>	Optional
Campbell, Therese <Therese.Campbell@ed.gov>	Optional
Schneer, Matthew <Matthew.Schneer@ed.gov>	Optional
Burton, Marilyn <Marilyn.Burton@ed.gov>	Optional
Preston, Lincairn <Lincairn.Preston@ed.gov>	Optional
Puram, Shruti <Shruti.Puram@ed.gov>	Optional
Roppel, Robert <Robert.Roppel@ed.gov>	Optional
Tripp-Melby, Pamela <Pamela.Tripp-Melby@ed.gov>	Optional
Budd, Sally <Sally.Budd@ed.gov>	Optional
Costello, Bianca <Bianca.Costello@ed.gov>	Optional
Pollard, Monique <Monique.Pollard@ed.gov>	Optional
Risch, Judith <Judith.Risch@ed.gov>	Optional
Keenan, Cheryl <Cheryl.Keenan@ed.gov>	Optional


Gilroy, Jeanne <Jeanne.Gilroy@ed.gov>	Optional
Pleasant, Larra <Larra.Pleasant@ed.gov>	Optional
Jennings, Michele <Michele.Jennings@ed.gov>	Optional
Sheehan, Richard <Richard.Sheehan@ed.gov>	Optional
Giarratano, Frank <Frank.Giarratano@ed.gov>	Optional
Turner, Gabrielle <Gabrielle.Turner@ed.gov>	Optional
Boyd, Caryn <Caryn.Boyd@ed.gov>	Optional
Evans, Jennifer <Jennifer.Evans@ed.gov>	Optional
Marsh, LaTasha <LaTasha.Marsh@ed.gov>	Optional
Schellenberg, Ken <Ken.Schellenberg@ed.gov>	Optional
Connolly, Shauna <Shauna.Connolly@ed.gov>	Optional
Payne, Gail <Gail.Payne@ed.gov>	Optional
Hutko, Erika <Erika.Hutko@ed.gov>	Optional
Herbert, Doug <Doug.Herbert@ed.gov>	Optional
Priebe, Mark <Mark.Priebe@ed.gov>	Optional
(b)(6)	Optional
Cutler, Samantha <Samantha.Cutler@ed.gov>	Optional
Dirrigl, Mary Louise <Mary.Louise.Dirrigl@ed.gov>	Optional
Eisner, Elizabeth <Elizabeth.Eisner@ed.gov>	Optional
Swann, Patrice <Patrice.Swann@ed.gov>	Optional

Ford, Kim R. <Kim.Ford@ed.gov>	Optional
Lloyd, Leslie <Leslie.Lloyd@ed.gov>	Optional
Johnson, Cheyenne <Cheyenne.Johnson@ed.gov>	Optional
Sanzenbacher, Andrew <Andrew.Sanzenbacher@ed.gov>	Optional
Walker, Stacey <Stacey.Walker@ed.gov>	Optional
Anderson, Margo <Margo.Anderson@ed.gov>	Optional
Condah, L'Tosha <LTosha.Condah@ed.gov>	Optional
Jennings, Annette <Annette.Jennings@ed.gov>	Optional
Gales, Stephanie <Stephanie.Gales@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Gupta, Sanjay <Sanjay.Gupta@ed.gov>	Optional
Willoughby, Leslie <Leslie.Willoughby@ed.gov>	Optional
Winston, Melanie <Melanie.Winston@ed.gov>	Optional
Murray, Jacqueline L <Jacqueline.Murray@ed.gov>	Optional
Brasiel, Sarah <Sarah.Brasiel@ed.gov>	Optional
Parkinson, Tom <Tom.Parkinson@ed.gov>	Optional
Broady, Cheryl <Cheryl.Broady@ed.gov>	Optional
Ross, Chareese <Chareese.Ross@ed.gov>	Optional
Milner, Jillisa <Jillisa.Milner@ed.gov>	Optional
Walls, Kristen <kristen.walls@ed.gov>	Optional


McLaughlin, Maureen <Maureen.McLaughlin@ed.gov>	Optional
Battle, Cynthia <Cynthia.Battle@ed.gov>	Optional
Nguyen, Thai-Hoa <Thai-Hoa.Nguyen@ed.gov>	Optional
Habash, Janice <Janice.Habash@ed.gov>	Optional
Harris, Terry <Terry.Harris@ed.gov>	Optional
Cohen-Boyer, Gillian <Gillian.Cohen@ed.gov>	Optional

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**Tuesday, February 14, 2017**

 **Time** All Day  
**Subject** Texas Hearing  
**Show Time** Free  
**As**

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 **Time** 9:30 AM – 10:30 AM


**Subject** Priorities  
**Location** Jim's Office  
**Show Time** Busy  
**As**

Jim:  
Can you meet with us tomorrow on work going forward?  
Thanks,  
Bob

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

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**Wednesday, February 15, 2017**

 **Time** 10:30 AM – 11:00 AM  
**Subject** FW: WebTA Tutorial  
**Location** 7W107

**Show Time** Busy

**As**

Reminder that we are meeting today at 10:30.

-----Original Appointment-----

From: Chester, LaVerne

Sent: Monday, February 13, 2017 9:48 AM

To: Chester, LaVerne; Riemer, Jeffrey (Justin); Ghoston, Gabrielle

Subject: WebTA Tutorial

When: Wednesday, February 15, 2017 10:30 AM-11:00 AM (UTC-05:00) Eastern Time (US & Canada).

Where: 7W107

Welcome to the Office of the Secretary

Good morning Justin – We would like to meet with you on Tuesday at 11:30 am for a 30 minute deskside tutorial on WebTA.

WebTA is the Department's electronic time and attendance system and is used to record your duty hours and process your leave requests, and ultimately ensures that you get paid. Duty hours are based on a 8.5 hour work day and each pay period captures a two week timeframe. The current pay period began on February 6th, and ends February 18th.

This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

**Attendees** Name <E-mail>

Chester, LaVerne  
<LaVerne.Chester@ed.gov>

**Attendance**

Organizer

Riemer, Jeffrey (Justin)  
<Jeffrey.Riemer@ed.gov>

Required

Ghoston, Gabrielle  
<Gabrielle.Ghoston@ed.gov>

Required

---

**Time** 11:15 AM – 11:45 AM

**Subject** OCR Discussion

**Location** Justin's Office

**Show Time** Busy

**As**

Attendees	Name <E-mail>	Attendance
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Organizer
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required

---

**Time** 3:30 PM – 4:00 PM

**Subject** pre-meet

**Location** Jim's office

**Show Time** Busy

**As**

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required

---

**Time** 4:00 PM – 4:45 PM

**Subject** FW: Conference Call - (b)(5)

**Location** Conference Call

**Show Time** Busy

**As**

From: HYPERLINK  
"mailto:(b)(6)@who.eop.gov"  
(b)(6)@who.eop.gov

When: 4:00 PM - 4:45 PM February 15, 2017

Subject: (b)(5)

Location: Conference Call

(b)(5)

Participant Dial-In: (b)(6)  
Participant Code: (b)(6)

Best,

Liz Horning | Legal Assistant  
Office of the White House Counsel  
O (b)(6)  
C: (b)(6)

Attendees	Name <E-mail>	Attendance
	Horning, Elizabeth A. EOP/WHO (b)(6)@who.eop.gov	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Epstein, Daniel Z. EOP/WHO (b)(6)@who.eop.gov	Optional
	Dhillon, Uttam A. EOP/WHO (b)(6)@who.eop.gov	Optional

---

**Time** 5:00 PM – 6:00 PM

**Subject** (b)(5)

**Location** Office of the Secretary

**Show Time** Busy

**As**

Attendees:

Josh Venable, Jason Botel, Jim Manning, Gillum  
Ferguson, Matt Frendewey, Ebony Lee, Bob Eitel,  
Andrew Kossack, Justin Rierner

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required

Lee, Ebony <Ebony.Lee@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Freundewey, Matthew <Matthew.Freundewey@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required

---

**Thursday, February 16, 2017**



**Time** 9:00 AM – 9:30 AM

**Subject** Data Mgmt. & FOIA Briefing

**Location** 1W126 - Training and Development Center

**Show Time** Busy

**As**

Please note new room location 1W126 (Training Center)

Data Management and Freedom of Information Act (FOIA) Briefing

**Attendees**

Jason Botel  
Nate Bailey  
Michael Brickman  
Michael Chamberlain  
Deborah Cox-Roush  
Ronald Holden  
Ebony Lee  
Laura Rigas

Jana Toner  
 Jeffrey Riemer  
 Neil Ruddock  
 Sarah Delahunty  
 Patrick Young  
 Matthew Frendewey  
 Alexandra Hudson  
 Gillum Ferguson  
 Beatriz Ramos  
 Michael Oberlies  
 Bob Eitel  
 Lee (Doug) Simmons

Attendees	Name <E-mail>	Attendance
	Botel, Jason <Jason.Botel@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Required
	Riemer, Jeffrey <Jeffrey.Riemer@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
	Young, Patrick <Patrick.Young@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Ferguson, Gillum	Required

<Gillum.Ferguson@ed.gov>

Oberlies, Michael  
<Michael.Oberlies@ed.gov> Required

Styles, Kathleen  
<Kathleen.Styles@ed.gov> Required

Eitel, Robert <Robert.Eitel@ed.gov> Required

Simmons, Lee (Dougie)  
<LeeD.Simmons@ed.gov> Required

Ramseur, Kevin  
<Kevin.Ramseur@ed.gov> Optional


Besong, Laura <Laura.Besong@ed.gov> Optional

Smith, Sherry <Sherry.Smith@ed.gov> Optional

Taylor Hansen  
<taylorjhansen@gmail.com> Optional

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**Friday, February 17, 2017**

 **Time** 1:00 PM – 1:45 PM

**Subject** U.S. Rep. Paul Mitchell

**Location** Bob's Office

**Show Time** Busy

**As**


Attendees	Name <E-mail>	Attendance
-----------	---------------	------------

	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
--	-------------------------------------	-----------

	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
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	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
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 **Time** 2:00 PM – 3:00 PM

**Subject** (b)(5)

**Location** Jim's Office

**Show Time** Busy

**As**

(b)(5)

Attendees	Name <E-mail>	Attendance
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required

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**Tuesday, February 21, 2017**

**Time** At 1:30 PM  
**Subject** ACICS Preliminary Injunction Hearing  
**Show Time** Free  
**As**

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**Time** 1:45 PM – 2:15 PM  
**Subject** Meeting with Secretary DeVos RE: (b)(5)  
**Location** Office of the Secretary  
**Show Time** Busy  
**As**

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required


---

**Time** 4:30 PM – 5:15 PM  
**Subject** FSA Mtg Prep  
**Location** Justin's Office  
**Show Time** Busy  
**As**

Attendees	Name <E-mail>	Attendance
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional

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**Wednesday, February 22, 2017**

 **Time** 9:00 AM – 10:00 AM

**Subject** Meeting


**Location** UCP - CR#112F3

**Show Time** Busy

**As**

Attendees	Name <E-mail>	Attendance
	Runcie, James <James.Runcie@ed.gov>	Organizer
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
	Minor, Robin <Robin.Minor@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional

---

 **Time** 10:00 AM – 11:30 AM

**Subject** Meeting


**Location** UCP - CR#112F3

**Show Time** Busy

**As**

Attendees	Name <E-mail>	Attendance
	Runcie, James <James.Runcie@ed.gov>	Organizer
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional

---

 **Time** 11:30 AM – 12:30 PM

**Subject** Meeting

**Location** UCP - Jeff's Office #113C1  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Holland, Linda <Linda.Holland@ed.gov>	Organizer
Baker, Jeff <Jeff.Baker@ed.gov>	Required
Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional

---

**Time** 3:30 PM – 4:15 PM  
**Subject** FSA Debrief  
**Location** Jim's Office  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
Manning, James <James.Manning@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Hansen, Taylor <Taylor.Hansen@ed.gov>	Required

---

**Time** 5:00 PM – 5:30 PM  
**Subject** (b)(5)  
**Location** Bob's Office  
**Importance** High  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required

Minor, Robin <Robin.Minor@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Zibel, Daniel <Daniel.Zibel@ed.gov>	Optional

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**Thursday, February 23, 2017**

 **Time** 10:00 AM – 10:25 AM  
**Subject** F/U Meeting on Personnel Matter  
**Location** Cassandra's Conference room 220-30  
**Show Time** Busy  
**As**  

Attendees	Name <E-mail>	Attendance
	Cuffee-Graves, Cassandra <C.Cuffee-Graves@ed.gov>	Organizer
	Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required


---

**Friday, February 24, 2017**

 **Time** 11:00 AM – 11:30 AM  
**Subject** (b)(5)  
**Location** Justin's Office  
**Show Time** Busy  
**As**  
(b)(5)  

Attendees	Name <E-mail>	Attendance
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

 **Time** 1:30 PM – 5:00 PM  
**Subject** (b)(6)

**Location** (b)(6)  
**Show Time**  
**As**

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**Monday, February 27, 2017**

**Time** 9:30 AM – 11:00 AM  
**Subject** Enforcement Operations  
**Location** UCP-COO's CR#112F3  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Holland, Linda <Linda.Holland@ed.gov>	Organizer
Kaye, Robert <Robert.Kaye@ed.gov>	Required
Kim, Laura <Laura.Kim@ed.gov>	Required
Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
LaVia, Mark <Mark.LaVia@ed.gov>	Required
Curran, Frank D. <Frank.Curran@ed.gov>	Required
McGinnis, Colleen <Colleen.McGinnis@ed.gov>	Optional


---

**Time** 2:15 PM – 3:15 PM  
**Subject** (b)(5)  
**Location** Bob's Office  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Siegel, Brian <Brian.Siegel@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin)	Required

<Jeffrey.Rierner@ed.gov>


---

 **Time** 4:00 PM – 4:30 PM  
**Subject** Recap from fsa  
**Location** Justin's office  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
Hansen, Taylor <Taylor.Hansen@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required


---

**Wednesday, March 01, 2017**

 **Time** 2:00 PM – 2:30 PM  
**Subject** HOLD for call with DOJ re: litigation  
**Location** Andrew's office - DOJ will call us  
**Show Time** Busy  
**As**  
**Attendees**

Name <E-mail>	Attendance
Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

---

 **Time** 4:00 PM – 4:30 PM  
**Subject** (b)(5)  
**Location** Jim Manning's Office/Call Robin \*CHANGE OF LOCATION\*  
**Show Time** Busy  
**As**  
Robin:  
If you prefer, we can call you.  
Thanks,  
Bob  
**Attendees**

Name <E-mail>	Attendance
Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required

Zibel, Daniel <Daniel.Zibel@ed.gov>	Required
Minor, Robin <Robin.Minor@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Optional

# Friday, March 03, 2017

**Time** 11:00 AM – 12:00 PM  
**Subject** FW: HOLD: (b)(5)  
**Location** OGC Library/Conference Room or (b)(6)  
**Participant:** (b)(6)  
**Show Time** Busy  
**As**  
 -----Original Appointment-----  
**From:** Zibel, Daniel  
**Sent:** Thursday, March 02, 2017 10:16 AM  
**To:** Zibel, Daniel; Rosenfelt, Phil; Urwitz, Jay; Manning, James; Runcie, James; Minor, Robin; Eitel, Robert  
**Cc:** McGinnis, (b)(5)  
**Subject:** HOLD (b)(5)  
**When:** Friday, March 03, 2017 11:00 AM-12:00 PM (UTC-05:00) Eastern Time (US & Canada). (b)(6)  
**Where:** OGC Library/Conference Room or (b)(6)  
**(b)(6) Participant:** (b)(6)

Dial-in information added

Attendees	Name <E-mail>	Attendance
	Zibel, Daniel <Daniel.Zibel@ed.gov>	Organizer
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Urwitz, Jay <Jay.Urwitz@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Runcie, James <James.Runcie@ed.gov>	Required
	Minor, Robin <Robin.Minor@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required

McGinnis, Colleen <Colleen.McGinnis@ed.gov>	Optional
Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Optional

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**Monday, March 06, 2017**

**Time** 9:00 AM – 10:00 AM  
**Subject** FW: Briefing on Borrower Defenses  
**Location** Secretary's conference room  
**Show Time** Busy  
**As**

-----Original Appointment-----  
**From:** McLaughlin, Maureen  
**Sent:** Thursday, February 23, 2017 3:40 PM  
**To:** McLaughlin, Maureen; Mahaffie, Lynn; Runcie, James; Rosenfelt, Phil; McFadden, Elizabeth; Conaty, Joe; McHugh, Erin; Carter, Denise; Botel, Jason; Manning, James; Buchesky, Stanley; Venable, Joshua; Toner, Jana; Ventimiglia, Eric; Ferguson, Gillum; Frendewey, Matthew; Lee, Ebony  
**Cc:** Urwitz, Jay; Zibel, Daniel; Siegel, Brian; Jenkins, Harold; Leith, William; Kim, Laura; Curran, Frank D.; Nevin, Colleen; McLarnon, Gail; Weisman, Annmarie  
**Subject:** Briefing on Borrower Defenses  
**When:** Monday, March 06, 2017 9:00 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** Secretary's conference room

2/28 – Apologies for the late change in schedule but Josh's schedule has changed as a result of changes in the Secretary's schedule. Thanks for your understanding.

-----  
 -----  
 Lynn will provide a briefing paper the day before the meeting.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	McLaughlin, Maureen <Maureen.McLaughlin@ed.gov>	Organizer
	Carter, Denise <Denise.Carter@ed.gov>	Required
	Toner, Jana <Jana.Toner@ed.gov>	Required

McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
McHugh, Erin <Erin.McHugh@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Runcie, James <James.Runcie@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Conaty, Joe <Joseph.Conaty@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Botel, Jason <Jason.Botel@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
Zibel, Daniel <Daniel.Zibel@ed.gov>	Optional
Leith, William <William.Leith@ed.gov>	Optional
Kim, Laura <Laura.Kim@ed.gov>	Optional
Jenkins, Harold <Harold.Jenkins@ed.gov>	Optional
Nevin, Colleen <Colleen.Nevin@ed.gov>	Optional
Siegel, Brian <Brian.Siegel@ed.gov>	Optional
McLarnon, Gail <Gail.McLarnon@ed.gov>	Optional

Weisman, Annmarie <Annmarie.Weisman@ed.gov>	Optional
Curran, Frank D. <Frank.Curran@ed.gov>	Optional
Urwitz, Jay <Jay.Urwitz@ed.gov>	Optional
Patillo, Ashley <Ashley.Patillo@ed.gov>	Optional
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Optional
Ham, Holly <Holly.Ham@ed.gov>	Optional

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**Time** 12:00 PM – 12:30 PM  
**Subject** FOIA  
**Location** 7C-101  
**Show Time** Busy  
**As**

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**Time** 5:00 PM – 5:30 PM  
**Subject** call with Jeremy Bylund  
**Location** AK's office  
**Show Time** Busy  
**As**

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

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**Time** 5:30 PM – 6:00 PM  
**Subject** Follow-Up meeting  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time** Busy  
**As**


Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required

Lee, Ebony <Ebony.Lee@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required

---

**Tuesday, March 07, 2017**

 **Time** 11:30 AM – 12:00 PM

 **Subject** Catch up

**Location** Joe's Office 7W204


**Show Time** Busy

**As**

Unless it gets canceled, I have a noon meeting with the beach head team.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Conaty, Joe <Joseph.Conaty@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

---

 **Time** 2:00 PM – 3:00 PM

**Subject** Student Loan Fees Briefing

**Location** Secretary's Conference Room

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required

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**Time** 3:00 PM – 3:45 PM  
**Subject** Regulatory Reform Effort Planning  
**Location** Bob's Office  
**Attachments** EO 12866.pdf  
EO 13563.pdf  
**Show Time** Busy

**As**

Please excuse the dancing meeting times.  
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I have referenced below the applicable Executive Orders.

<https://www.whitehouse.gov/the-press-office/2017/01/30/presidential-executive-order-reducing-regulation-and-controlling>

<https://www.whitehouse.gov/the-press-office/2017/02/24/presidential-executive-order-enforcing-regulatory-reform-agenda>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

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**Time** 4:00 PM – 4:45 PM  
**Subject** Regulatory Reform EO  
**Location** Bob's Office  
**Attachments** EO 12866.pdf  
EO 13563.pdf  
EO 13777 – Regulatory Reform (2-24-17).pdf  
**Show Time** Busy

**As**

(b)(5)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required

McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Malawer, Hilary <Hilary.Malawer@ed.gov>	Optional
Amann, Amanda <Amanda.Amann@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

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**Wednesday, March 08, 2017**

**Time** 9:00 AM – 10:00 AM

**Subject** CECU Meeting

**Location** Jim Manning's Office

**Show Time** Busy

**As** Steve Gunderson & Michael Dakduk

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

---

**Time** 1:30 PM – 2:00 PM

**Subject** Discussion

**Location** Joe's Office 7W204

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Conaty, Joe <Joseph.Conaty@ed.gov>	Organizer
	Rierner, Jeffrey (Justin)	Required

<Jeffrey.Riemer@ed.gov>

---

**Thursday, March 09, 2017**



**Time** 9:30 AM – 10:00 AM

**Subject** Regulatory Reform Task Force

**Location** Secretary's Conference Room (OS Managed)

**Show Time** Busy

**As**

From Bob:

In a nutshell, Executive Order 13777 provides for agencies to do the following:

April 25: Designate an agency official as its Regulatory Reform Officer (RRO) to oversee regulatory reform initiatives.

April 25: Establish a Regulatory Reform Task Force composed of—

The RRO, who shall chair the Task Force, unless otherwise designated by the agency head, and who shall periodically report to the agency head and consult with agency leadership;

The agency's Regulatory Policy Officer (Elizabeth McFadden);

A representative from the agency's central policy office or equivalent (OPEPD); and

At least three additional senior level agency officials.

Each Task Force must—

Evaluate existing regulations and make recommendations as to modification, repeal, or replacement;

In performing such evaluation, obtain input from other entities affected by Federal regulations;" and

By May 25, on a schedule determined by the agency head, provide a report to the agency head detailing the agency's progress toward improving implementation of regulatory reform initiatives and policies and identifying regulations for repeal, replacement, or modification.

Each agency head should prioritize the regulations identified by the Task Force in implementing the regulatory offsets required under E.O. 13771.

Each agency must include in its annual performance plan indicators that measure progress toward implementation of regulatory reform initiatives and identifying regulations for repeal, replacement, or modification.

The head of each agency shall consider the progress toward those goals in considering the performance of the Task Force and the individuals responsible for developing and issuing agency regulations.

Executive Order 13777 also directs OMB to issue guidance to agencies on regarding the indicators to be included in annual performance plans by April 25.

(b)(5)

Thanks,  
Bob

Attendees	Name <E-mail>	Attendance
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

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**Time** 11:00 AM – 11:30 AM

**Subject** Cosmetology and Acupuncture Brief

**Show Time** Busy  
**As**

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**Time** 4:00 PM – 4:30 PM

**Subject** Borrower Defense Options Mtg

**Location** Jim's Office

**Show Time** Busy

**As**

Let's try and squeeze this in if at all possible.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required

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**Time** 4:30 PM – 5:00 PM

**Subject** Prep for FSA Mtg

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

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**Friday, March 10, 2017**

**Time** 8:30 AM – 9:15 AM

**Subject** (b)(6)

**Show Time**

**As**

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**Time** 10:00 AM – 11:00 AM

**Subject** (b)(5)

**Location** COO's CR

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Runcie, James <James.Runcie@ed.gov>	Organizer
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	McGinnis, Colleen <Colleen.McGinnis@ed.gov>	Required

Kim, Laura <Laura.Kim@ed.gov> Required  
Kaye, Robert <Robert.Kaye@ed.gov> Required  
Leith, William <William.Leith@ed.gov> Required  
Curran, Frank D. <Frank.Curran@ed.gov> Required  
Nevin, Colleen <Colleen.Nevin@ed.gov> Optional

---

**Time** 3:30 PM – 4:00 PM

**Subject** (b)(5)

**Location** Jim's Office

**Show Time** Busy

**As**

(b)(5)

Thanks,  
Justin

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required

---

**Time** 4:00 PM – 5:00 PM

**Subject** Borrower Defense Follow Up

**Location** Jim's Office

**Show Time** Busy

**As**

Does this work for everyone? If not feel free to suggest another time.

Thanks,  
Justin

Attendees	Name <E-mail>	Attendance
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required

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**Monday, March 13, 2017**

**Time** 11:00 AM – 11:30 AM

**Subject** FW: Meeting/Call on next steps with (b)(5)  
of Law

**Location** Phil's office 6E337 LBJ or (b)(6) Participant  
(b)(6)

**Show Time** Busy  
**As**

-----Original Appointment-----

From: Rosenfelt, Phil

Sent: Thursday, March 09, 2017 1:29 PM

To: Rosenfelt, Phil; Minor, Robin; Frola, Michael; Crim,  
Susan; Zibel, Daniel; Manning, James; Eitel, Robert

Cc: Kim, Laura

Subject: Meeting/Call on next steps with (b)(5)  
(b)(5)

When: Monday, March 13, 2017 11:00 AM-11:30 AM  
(UTC-05:00) Eastern Time (US & Canada)

Where: Phil's office 6E337 LBJ or (b)(6)  
Participant (b)(6)

Attendees	Name <E-mail>	Attendance
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Minor, Robin <Robin.Minor@ed.gov>	Required
	Frola, Michael <Michael.Frola@ed.gov>	Required
	Crim, Susan <Susan.Crim@ed.gov>	Required
	Zibel, Daniel <Daniel.Zibel@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Kim, Laura <Laura.Kim@ed.gov>	Optional

Kossack, Andrew  
<Andrew.Kossack@ed.gov> Optional

Rierner, Jeffrey (Justin)  
<Jeffrey.Rierner@ed.gov> Optional

---

**Time** 4:00 PM – 5:00 PM

**Subject** Beachhead Meeting

**Location** Secretary's Conference Room

**Show Time** Busy

**As**

**Attendees** **Name <E-mail>** **Attendance**

Toner, Jana <Jana.Toner@ed.gov> Organizer

Political Appointees\_ED 45  
<PoliticalAppointees\_ED45@ed.gov> Required

Brickman, Michael  
<Michael.Brickman@ed.gov> Optional

Eitel, Robert <Robert.Eitel@ed.gov> Optional

Botel, Jason <Jason.Botel@ed.gov> Optional

Frendewey, Matthew  
<Matthew.Frendewey@ed.gov> Optional

Hansen, Taylor <Taylor.Hansen@ed.gov> Optional

Chamberlain, Michael  
<Michael.Chamberlain@ed.gov> Optional

Oberlies, Michael  
<Michael.Oberlies@ed.gov> Optional

Rierner, Jeffrey (Justin)  
<Jeffrey.Rierner@ed.gov> Optional

Rigas, Laura <Laura.Rigas@ed.gov> Optional

Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov> Optional

Eck, Kevin <Kevin.Eck@ed.gov> Optional

Reynolds, Cody <Cody.Reynolds@ed.gov> Optional

Kossack, Andrew  
<Andrew.Kossack@ed.gov> Optional

Holden, Ronald <Ronald.Holden@ed.gov> Optional

Jones, Amy <Amy.Jones@ed.gov> Optional

Shaheen, Patrick <Patrick.Shaheen@ed.gov> Optional

---

**Tuesday, March 14, 2017**

**Time** 11:30 AM – 12:15 PM

**Subject** CALL in today - MOVED to 11:30

**Location** NUMBER BELOW

**Show Time** Busy

**As**

Call with Bob Moran (Alexander) and Amy Jones (Foxx)

(b)(6) leader code (b)(6) Gillum will  
dial in as leader

participant code (b)(6) we will dial in with this (as  
will Amy and Bob)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required

---

**Wednesday, March 15, 2017**

**Time** 9:00 AM – 9:45 AM

**Subject** FW: ED / DOJ Catchup

**Location** (b)(6)

**Show Time** Busy

**As**

-----Original Appointment-----  
From: Murray, Brian (OASG)

[mailto:Brian.Murray@usdoj.gov]  
Sent: Monday, March 13, 2017 6:41 PM  
To: Murray, Brian (OASG); Haas, Alex (CIV); Flentje, August (CIV); Kossack, Andrew  
Subject: ED / DOJ Catchup  
When: Wednesday, March 15, 2017 9:00 AM-9:45 AM (UTC-05:00) Eastern Time (US & Canada).  
Where: (b)(6)

Attendees	Name <E-mail>	Attendance
	Murray, Brian (OASG) <Brian.Murray@usdoj.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Haas, Alex (CIV) <Alex.Haas@usdoj.gov>	Required
	Flentje, August (CIV) <August.Flentje@usdoj.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required

---

**Time** 3:30 PM – 4:30 PM

**Subject** FOIA discussion (continued)

**Location** Justin's office (7W207)

**Show Time** Busy

**As**

Hi, everyone:

Hoping we can continue where we left off with our last FOIA meeting. Senior leadership has some general direction on FOIAs that we'd also like to discuss with this group.

Schedules are pretty packed for everyone, but this looked like a decent block for most folks. If it doesn't work for you, just let me know.

Thanks,  
Andrew

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Required

Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Carter, Denise <Denise.Carter@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Optional
Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Optional
Smith, Gregory <Gregory.Smith@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional
Arrington, Angela <Angela.Arrington@ed.gov>	Optional



**Time** 4:30 PM – 5:30 PM

**Subject** Borrower defense

**Location** Jims office

**Show Time** Busy

**As**

Can we push this back some? I'm trying to wrap something up and need this time.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required

**Thursday, March 16, 2017**



**Time** All Day

**Subject** USA Funds Deadline to Notify Court

**Show Time** Free

**As**

-----  
From: Eitel, Robert

Sent: Tuesday, February 28, 2017 10:16 PM  
To: Siegel, Brian  
Cc: Rosenfelt, Phil; Ventimiglia, Eric; Kossack, Andrew;  
Rierner, Jeffrey (Justin); Jenkins, Harold  
Subject: Re: Extension

Follow Up Flag: Follow up  
Flag Status: Flagged

Thanks Brian

Sent from my iPhone

> On Feb 28, 2017, at 8:08 PM, Siegel, Brian <  
HYPERLINK "mailto:Brian.Siegel@ed.gov"  
Brian.Siegel@ed.gov> wrote:  
>  
> The Court has granted our motion for an extension of  
time. We now have until March 16 to file the joint  
status report and tell the court whether the  
Department is going to change the challenged policy.  
>  
> Brian  
>  
> -----Original Message-----  
> From: Siegel, Brian  
> Sent: Tuesday, February 28, 2017 4:07 PM  
> To: Eitel, Robert  
> Cc: Rosenfelt, Phil; Ventimiglia, Eric; Kossack,  
Andrew; Rierner, Jeffrey (Justin); Jenkins, Harold  
> Subject: RE: Extension  
>  
> Bob, USA Funds said that they would not oppose our  
extension request and DOJ has just now filed an  
Unopposed Motion for Extension of Time to File the  
Joint Status Report which requests a two week  
extension (to March 16).  
>  
> I will let you know as soon as we hear from the Court.  
>  
> Brian  
>  
> -----Original Message-----  
> From: Eitel, Robert  
> Sent: Tuesday, February 28, 2017 3:40 PM  
> To: Siegel, Brian  
> Cc: Rosenfelt, Phil; Ventimiglia, Eric; Kossack,  
Andrew; Rierner, Jeffrey (Justin)  
> Subject: Extension  
>  
> Do we have consent from USAF for the extension?  
We need to know whether to set aside time on the  
Secretary's schedule tomorrow.

> Thanks.  
>  
> Sent from my iPhone

---

**Time** 10:00 AM – 10:30 AM  
**Subject** (b)(5)  
**Location** Bob's Office  
**Show Time** Busy  
**As** (b)(5)

Attendees	Name <E-mail>	Attendance
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Optional
	Siegel, Brian <Brian.Siegel@ed.gov>	Optional

---

**Time** 10:30 AM – 11:00 AM  
**Subject** FW: FOIAXpress  
**Location** LBJ - 7W221  
**Show Time** Busy  
**As**  
Good Morning Justin,  
  
I will be training Andrew tomorrow at the above mentioned time. Are you available at this time also?


-----Original Appointment-----

From: Kossack, Andrew  
Sent: Friday, March 10, 2017 4:31 PM  
To: Kossack, Andrew; Cook, Elise  
Subject: FOIAXpress  
When: Thursday, March 16, 2017 10:30 AM-11:00 AM  
(UTC-05:00) Eastern Time (US & Canada).  
Where: LBJ - 7W221


You beat me to this – I'm also teleworking today, so Thursday sounds great. See you then, assuming this time works for you. Thanks.

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Cook, Elise <Elise.Cook@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Optional

---

 **Time** 11:30 AM – 12:00 PM  
**Subject** Call Liz  
**Show Time** Busy  
**As**

---

 **Time** 2:15 PM – 2:45 PM  
**Subject** Briefing on Borrower's Defense  
**Location** Office of the Secretary  
**Show Time** Busy  
**As**  
Dial: 866-953-6638  
Leader Code: 5946863 (Secretary DeVos)  
Participant Code: 1630518 (Staff)

Attendees	Name <E-mail>	Attendance
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	EDCalendar <EDCalendar@ed.gov>	Required

---

**Friday, March 17, 2017**

**Time** 10:00 AM – 10:30 AM

**Subject** Credit time

**Location** 7W107 (Justin's office)

**Show Time** Tentative

**As**

Per our conversation.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Dias, Glen <Glen.Dias@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

---

**Time** 11:45 AM – 12:45 PM

**Subject** (b)(6)

**Show Time** [REDACTED]

**As**

Let's meet at the elevator around 11:45.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required

---

**Time** 3:00 PM – 4:00 PM

**Subject** Borrower Defense Check In

**Location** GC's Office 6E335 or call in (b)(6) The  
participant code is: (b)(6)

**Show Time** Busy

**As**

Purpose: To discuss a framework for moving forward.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required

Manning, James Required  
<James.Manning@ed.gov>

Mahaffie, Lynn <Lynn.Mahaffie@ed.gov> Required

Kossack, Andrew Required  
<Andrew.Kossack@ed.gov>

---

**Monday, March 20, 2017**

**Time** All Day

**Subject** Appellant Brief Due in Georgia Case

**Show Time** Free

**As**

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**Time** 3:30 PM – 4:00 PM

**Subject** FW: (b)(5)  
(b)(5)

**Location** (b)(6) for the call. The participant code is:  
(b)(6) or gather in 6E337

**Show Time** Busy

**As**

-----Original Appointment-----

From: Rosenfelt, Phil

Sent: Friday, March 17, 2017 10:48 AM

To: Rosenfelt, Phil; Mangold, Donna; Urwitz, Jay; Eitel, Robert

Subject: Call on ACICS in preparation for call with ACICS attorneys

When: Monday, March 20, 2017 3:30 PM-4:00 PM

(UTC-05:00) Eastern Time (US & Canada).

Where (b)(6) for the call. The participant code is (b)(6) or gather in 6E337

**Attendees Name <E-mail>**

**Attendance**

Rosenfelt, Phil <Phil.Rosenfelt@ed.gov> Organizer

Mangold, Donna Required  
<Donna.Mangold@ed.gov>

Urwitz, Jay <Jay.Urwitz@ed.gov> Required

Eitel, Robert <Robert.Eitel@ed.gov> Required

Kossack, Andrew Optional  
<Andrew.Kossack@ed.gov>

Rierner, Jeffrey (Justin) Optional  
<Jeffrey.Rierner@ed.gov>

**Tuesday, March 21, 2017**

**Time** 3:00 PM – 4:00 PM

**Subject** Discussion on FOIA

**Location** 240-20

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Winters, Deborah <Deborah.Winters@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Arrington, Angela <Angela.Arrington@ed.gov>	Required

---

**Wednesday, March 22, 2017**

**Time** 3:00 PM – 3:30 PM

**Subject** Call with (b)(5)

**Location** GC's office and call in number to be set on Wednesday

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Buckingham, Stephen (CIV) <Stephen.Buckingham@usdoj.gov>	Required
	Urwitz, Jay <Jay.Urwitz@ed.gov>	Required
	Lieber, Sheila (CIV) <Sheila.Lieber@usdoj.gov>	Required

Marcus, Lisa (CIV) <lisa.marcus@usdoj.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Mangold, Donna <Donna.Mangold@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Optional

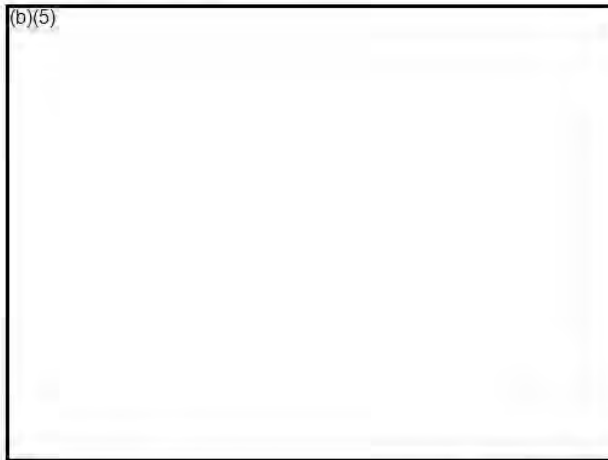
**Time** 3:30 PM – 5:00 PM

**Subject** (b)(5)

**Location** GC's Office 6E335 or call in (b)(6) The participant code is: (b)(6)

**Show Time** Busy

**As**



Phil

Attendees	Name <E-mail>	Attendance
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required

Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required

---

**Thursday, March 23, 2017**

**Time** 3:00 PM – 3:30 PM

**Subject** FOIA

**Location** Bob's Office

**Show Time** Busy

**As**

(b)(5)

Let's discuss ways to address the oldest FOIA requests and staff support.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required

---

**Friday, March 24, 2017**

**Time** 11:30 AM – 11:45 AM

**Subject** Pre-Meet on (b)(5)

**Location** GC's office or Dial in (b)(6) for the call. The participant code is: (b)(6)

**Show Time** Tentative

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Zibel, Daniel <Daniel.Zibel@ed.gov>	Required

Manning, James <James.Manning@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Minor, Robin <Robin.Minor@ed.gov>	Required
Urwitz, Jay <Jay.Urwitz@ed.gov>	Required



**Time** 4:00 PM – 4:30 PM

**Subject** DOJ - ED call

**Location** Brian/Alex to call ED at 202-453-7063

**Show Time** Busy

**As**

Thanks for the quick replies. Let me know if this doesn't work...

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Murray, Brian (OASG) <Brian.Murray@usdoj.gov>	Required
	Haas, Alex (CIV) <Alex.Haas@usdoj.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required



**Time** 4:30 PM – 5:00 PM

**Subject** to discuss memo I need you to take a look at

**Location** your office

**Show Time** Busy

**As**

HI – just adding this to the calendar so I don't interrupt you – if you are available prior to feel free to stop by or if you want to move it let me know.

THANK YOU

Attendees	Name <E-mail>	Attendance
	Smith, Kathleen <Kathleen.Smith@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required

---

**Monday, March 27, 2017**



**Time** 5:00 PM – 5:30 PM

**Subject** Briefing on Borrower's Defense

**Location** Office of the Secretary

**Show Time** Busy

**As**

Jim Manning gives update on the recommendations of the Borrowers Defense working group

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	DeVos, Betsy <Betsy.DeVos@ed.gov>	Organizer
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Venable, Joshua <Joshua.Venable@ed.gov>	Required
	EDCalendar <EDCalendar@ed.gov>	Required
	Vizzi, Daniel (USMS) <Daniel.Vizzi@usdoj.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required

---

**Tuesday, March 28, 2017**



**Time** 1:00 PM – 2:00 PM

**Subject** GAO Entrance Conference - WIOA Formula Grants and Out-of-School Youth (101305)

**Location** PCP or via 866-718-7229/5557618

**Attachments** 101305 NOTIFICATION\_LETTER (ED).pdf  
WIOA Youth (101305) - Agenda for Entrance Conference Mar 14.docx

**Show Time** Tentative

**As**

We have rescheduled the entrance conference for GAO's new study, Workforce Innovation and Opportunity Act (WIOA) Formula Grants: State and Local Strategies for Serving Out-of-School Youth (101305). The meeting will be held on March 28, 2017, from 1:00 to 2:00 p.m. ET in Potomac Center Plaza, Room 11-083. We will also have a conference line available:

Call: (b)(6)

Code: (b)(6)

OCTAE is the lead office on this study, and Braden Goetz is the main point of contact.

Sharon Stevens  
OS/Exec Sec  
202-205-4386

Attendees	Name <E-mail>	Attendance
	Stevens, Sharon <Sharon.Stevens@ed.gov>	Organizer
	Goetz, Braden <Braden.Goetz@ed.gov>	Required
	Eshbach, Roseann <Roseann.Eshbach@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Harris, Lisa (OGC) <Lisa.Harris@ed.gov>	Required
	Skinner, Josie <Josie.Skinner@ed.gov>	Required
	Koeppel, Dennis <Dennis.Koeppel@ed.gov>	Required
	Lagaard, Soren <Soren.Lagaard@ed.gov>	Required
	Bolden, Betty <Betty.Bolden@ed.gov>	Required
	Zawada, Michael <MICHAEL.ZAWADA@ed.gov>	Required
	Petersen, Molly <Molly.Petersen@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	PIO <PIO@ed.gov>	Required
	Dirrigl, Mary Louise <Mary.Louise.Dirrigl@ed.gov>	Required
	March, Greg <Greg.March@ed.gov>	Required
	Cordes, Bill <Bill.Cordes@ed.gov>	Required

Canty, Waquesha <Waquesha.Canty@ed.gov>	Required
Canada, June <June.Canada@ed.gov>	Required
Harris, Lisa L. (OCFO) <Lisa.L.Harris@ed.gov>	Required
Ford, Kim R. <Kim.Ford@ed.gov>	Required
Johnston, Michael <Michael.Johnston@ed.gov>	Required
Koschny, Laura <Laura.Koschny@ed.gov>	Required
Cooke, Geneise <Geneise.Cooke@ed.gov>	Required
Michael, Heidi <Heidi.Michael@ed.gov>	Required
Mould, Jim <Jim.Mould@ed.gov>	Required
Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
Sheriff-Parker, Jennifer <Jennifer.Sheriff-Parker@ed.gov>	Required
Smith, Patrick <Patrick.Smith@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Keenan, Cheryl <Cheryl.Keenan@ed.gov>	Required
Coro, Christopher <Christopher.Coro@ed.gov>	Required
Sinclair, Francine <Francine.Sinclair@ed.gov>	Required
Cummins, Keith <Keith.Cummins@ed.gov>	Required
Chien, Grace <Grace.Chien@ed.gov>	Required
Wilson, Linda <Linda.Wilson@ed.gov>	Required
Dixon, Doris <Doris.Dixon@ed.gov>	Required

Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Vitelli, Edward <Edward.Vitelli@ed.gov>	Required
Warner, Delores <Delores.Warner@ed.gov>	Required
McLaughlin, John <John.McLaughlin@ed.gov>	Optional
Didlo, Amie <Amie.Didlo@ed.gov>	Optional
Banks, Amy <Amy.Banks@ed.gov>	Optional
Robertson, Elyse <Elyse.Robertson@ed.gov>	Optional

**Time** 4:00 PM – 5:00 PM

**Subject** BD

**Location** Phil's Office and Conference Line

**Attachments** (b)(5)

**Show Time** Busy

**As**

Updated to include the information that Justin sent earlier today.

(b)(6)

(b)(5)

**Attendees Name <E-mail>**

Conaty, Joe <Joseph.Conaty@ed.gov>

**Attendance**

Organizer

Manning, James <James.Manning@ed.gov>

Required

Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>

Required

Rierner, Jeffrey (Justin)  
<Jeffrey.Rierner@ed.gov>

Required

---

Wednesday, March 29, 2017



**Time** All Day

**Subject** Summary Judgment Motion Due in Cosmetology Case

**Show** Free

**Time As**

-----  
From: Kossack, Andrew  
Sent: Wednesday, March 15, 2017 12:20 PM  
To: Murray, Brian (OASG)  
Cc: Haas, Alex (CIV); Eitel, Robert; Rierner, Jeffrey (Justin);  
Flentje, August (CIV)  
Subject: Re: ED / DOJ Catchup

Follow Up Flag: Follow up  
Flag Status: Flagged

Great news! Thanks for the update and great work

Sent from my iPhone

On Mar 15, 2017, at 12:18 PM, Murray, Brian (OASG)  
<HYPERLINK  
"mailto:Brian.Murray@usdoj.gov"Brian.Murray@usdoj.  
gov> wrote:

Good deal. Thanks, Alex.

bjm

From: Haas, Alex (CIV)  
Sent: Wednesday, March 15, 2017 12:10 PM  
To: Kossack, Andrew <HYPERLINK  
"mailto:Andrew.Kossack@ed.gov"Andrew.Kossack@ed.go  
v>; Eitel, Robert <HYPERLINK  
"mailto:Robert.Eitel@ed.gov"Robert.Eitel@ed.gov>;  
Murray, Brian (OASG) <HYPERLINK  
"mailto:bmurray@jmd.usdoj.gov"bmurray@jmd.usdoj.go  
v>; Rierner, Jeffrey (Justin) <HYPERLINK  
"mailto:Jeffrey.Rierner@ed.gov"Jeffrey.Rierner@ed.go v>;  
Flentje, August (CIV) <HYPERLINK  
"mailto:AFlentje@CIV.USDOJ.GOV"AFlentje@CIV.USDOJ.

GOV>  
Subject: RE: ED / DOJ Catchup

Excellent, many thanks. Also some generally good news just in on the hearing in the cosmetology case. While we did, as you know, have to set a hearing, the court rejected plaintiffs' efforts to highly expedite the case and adopted our proposed. (b)(5)

(b)(5)

It is hereby ORDERED that the following schedule shall govern briefing on [8] Plaintiff's combined motion for a preliminary injunction and summary judgment: Defendant's opposition and cross-motion for summary judgment is due March 29, 2017; Plaintiff's reply and opposition to Defendant's cross-motion is due April 7, 2017; Defendant's reply is due April 24, 2017. It is FURTHER ORDERED that the parties shall appear for a hearing on the cross-motions on April 28, 2017, in Courtroom 14 before Judge Rudolph Contreras. SO ORDERED. Signed by Judge Rudolph Contreras on 3/15/2017. (lcrc2)

From: Kossack, Andrew [mailto:Andrew.Kossack@ed.gov]  
Sent: Wednesday, March 15, 2017 11:54 AM  
To: Haas, Alex (CIV) <HYPERLINK  
"mailto:alhaas@CIV.USDOJ.GOV"alhaas@CIV.USDOJ.GOV  
> ; Eitel, Robert <HYPERLINK  
"mailto:Robert.Eitel@ed.gov"Robert.Eitel@ed.gov>;  
Murray, Brian (OASG) <HYPERLINK  
"mailto:bmurray@jmd.usdoj.gov"bmurray@jmd.usdoj.gov  
>; Riemer, Jeffrey (Justin) <HYPERLINK  
"mailto:Jeffrey.Riemer@ed.gov"Jeffrey.Riemer@ed.gov>;  
Flentje, August (CIV) <HYPERLINK  
"mailto:AFlentje@CIV.USDOJ.GOV"AFlentje@CIV.USDOJ.  
GOV>  
Subject: RE: ED / DOJ Catchup

Many thanks for all your time and efforts. We'll review what's below and circle back.

(b)(5)

(b)(5)

Thanks again,  
Andrew

From: Haas, Alex (CIV) [mailto:Alex.Haas@usdoj.gov]  
Sent: Wednesday, March 15, 2017 10:50 AM  
To: Eitel, Robert; Murray, Brian (OASG); Riemer, Jeffrey (Justin); Flentje, August (CIV); Kossack, Andrew  
Subject: RE: ED / DOJ Catchup

(b)(5)

From: Haas, Alex (CIV)  
Sent: Wednesday, March 15, 2017 10:26 AM  
To: 'Eitel, Robert' <HYPERLINK "mailto:Robert.Eitel@ed.gov"Robert.Eitel@ed.gov>;  
Murray, Brian (OASG) <HYPERLINK "mailto:bmurray@jmd.usdoj.gov"bmurray@jmd.usdoj.gov v>; Riemer, Jeffrey (Justin) <HYPERLINK "mailto:Jeffrey.Riemer@ed.gov"Jeffrey.Riemer@ed.gov v>;  
Flentje, August (CIV) <HYPERLINK "mailto:AFlentje@CIV.USDOJ.GOV"AFlentje@CIV.USDOJ.GOV>; Kossack, Andrew <HYPERLINK "mailto:Andrew.Kossack@ed.gov"Andrew.Kossack@ed.gov v>  
Subject: RE: ED / DOJ Catchup

Thank you Robert. Great speaking with you, Andrew and Justin. We'll take a look at this and I'll circle back to the

litigation team to let them know to be on the lookout. I'm forwarding below the current status of the 2011 DCL

Litigation (b)(5)

(b)(5)

I. 2011 DCL Litigation Status

Regarding the litigation, there are no upcoming deadlines. Our most recent litigation report is as follows:

(b)(5)

Page 73 of 84

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

Page 74 of 84

Withheld pursuant to exemption

(b)(5)

of the Freedom of Information and Privacy Act

(b)(5)

From: Eitel, Robert [mailto:Robert.Eitel@ed.gov]  
Sent: Wednesday, March 15, 2017 9:48 AM  
To: Murray, Brian (OASG) <HYPERLINK  
"mailto:bmurray@jmd.usdoj.gov"bmurray@jmd.usdoj.gov  
v>; Riemer, Jeffrey (Justin) <HYPERLINK  
"mailto:Jeffrey.Riemer@ed.gov"Jeffrey.Riemer@ed.gov v>;  
Haas, Alex (CIV) <HYPERLINK  
"mailto:alhaas@CIV.USDOJ.GOV"alhaas@CIV.USDOJ.GOV  
>; Flentje, August (CIV) <HYPERLINK  
"mailto:AFlentje@CIV.USDOJ.GOV"AFlentje@CIV.USDOJ.  
GOV>; Kossack, Andrew <HYPERLINK  
"mailto:Andrew.Kossack@ed.gov"Andrew.Kossack@ed.gov  
v>  
Subject: RE: ED / DOJ Catchup

All:

I have attached a revised (b)(5) Let us know what you think.

Bob

-----Original Appointment-----

From: Murray, Brian (OASG)  
[mailto:Brian.Murray@usdoj.gov]  
Sent: Tuesday, March 14, 2017 10:31 AM  
To: Murray, Brian (OASG); Eitel, Robert; Riemer, Jeffrey (Justin); Haas, Alex (CIV); Flentje, August (CIV); Kossack, Andrew  
Subject: FW: ED / DOJ Catchup  
When: Wednesday, March 15, 2017 9:00 AM-9:45 AM  
(UTC-05:00) Eastern Time (US & Canada)  
Where: (b)(6)

-----Original Appointment-----

From: Murray, Brian (OASG)  
[mailto:Brian.Murray@usdoj.gov]  
Sent: Monday, March 13, 2017 6:41 PM  
To: Murray, Brian (OASG); Haas, Alex (CIV); Flentje, August (CIV); Kossack, Andrew  
Subject: ED / DOJ Catchup  
When: Wednesday, March 15, 2017 9:00 AM-9:45 AM  
(UTC-05:00) Eastern Time (US & Canada)  
Where: (b)(6)

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**Time** 3:00 PM – 4:30 PM

**Subject** (b)(5)

**Location** Deputy's Office

**Show Time** Busy

**As**

We can decide who else should participate and forward this invite after that decision.

**Attendees** Name <E-mail>

**Attendance**

Conaty, Joe <Joseph.Conaty@ed.gov>	Organizer
Manning, James <James.Manning@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required

**Time** 3:30 PM – 5:00 PM

**Subject** Higher Education Act & Workforce Regulations  
Presentation \*ADDING CONFERENCE ROOM\*

**Location** WDCFB6-7C100

**Show Time** Busy

**As**

Colleagues:

Jason and Jim have allowed me to invite Diane Auer Jones, a former Assistant Secretary of Education for Postsecondary Education (2007-08), to present to our policy, legal, and communications team at the Department. Diane is presently a researcher and writer at the Urban Institute. Her presentation will comprise two parts – (1) a history of the HEA and its role in financing vocational, career, and technical education and (2) the gainful employment regulations (their elements and possible suggestions for revision), followed by questions and answers. I will not participate in the second portion of the discussion regarding GE. Diane is a great speaker and presenter and highly knowledgeable about higher education and its attendant regulations.

If you are looking for an interesting primer or even a refresher on these issues, this would fit the bill.

Please feel free to forward this invitation to other appropriate political appointees who might have an interest.

Thanks,  
Bob

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin)	Required

<Jeffrey.Riemer@ed.gov>

Manning, James  
<James.Manning@ed.gov> Required

Botel, Jason <Jason.Botel@ed.gov> Required

Lee, Ebony <Ebony.Lee@ed.gov> Required

Buchesky, Stanley  
<Stanley.Buchesky@ed.gov> Required

Ferguson, Gillum  
<Gillum.Ferguson@ed.gov> Required


Frendewey, Matthew  
<Matthew.Frendewey@ed.gov> Required

Smith, Kathleen  
<Kathleen.Smith@ed.gov> Optional

Goad, Robert <Robert.Goad@ed.gov> Optional

---

**Thursday, March 30, 2017**

 **Time** 3:30 PM – 4:00 PM

**Subject** legal/policy issues

**Location** Jim's office

**Show Time** Busy

**As**

Per Bob's email, I'm booking this time for discussion of a couple issues. Looks like ~~schedules are pretty packed~~ tomorrow, so I'm hoping the (b)(5) might be a short one and we can use the second half of that time. If tomorrow doesn't work, we can look to Friday instead...

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required

---

**Friday, March 31, 2017**

Time  
Subject  
Show Time  
As

(b)(6)

Time 1:00 PM – 2:30 PM

Subject Borrower Defense w FSA Staff

Location Dep Secretary's Office

Show Time Busy

As

Can we move this to 1pm. FSA would like a little more time to pull together the materials.

If this doesn't work please suggest another time. As of now, they are available any time after 10:30am. I'll have them hold this tentatively.

Attendees	Name <E-mail>	Attendance
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required

Time 5:00 PM – 5:45 PM

Subject (b)(5)

Location Phil's Office

Show Time Busy

As

May only need a half hour.

Attendees	Name <E-mail>	Attendance
	Conaty, Joe <Joseph.Conaty@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required

---

**Monday, April 03, 2017**



**Time** 9:30 AM – 10:00 AM

**Subject** Call with Alex Haas - DOJ

**Show Time** Busy

**As**

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required



**Time** At 10:00 AM

**Subject** (b)(5)

**Show Time** Free

**As**



**Time** 10:30 AM – 11:00 AM

**Subject** Follow Up Call

**Location** (b)(6)

**Show Time** Busy


**As**

Updating with call info.

We wanted to block off a few minutes for a quick call for a few follow-up questions with Colleen, Frank, and Laura.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Kim, Laura <Laura.Kim@ed.gov>	Required
	Nevin, Colleen <Colleen.Nevin@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	Curran, Frank D. <Frank.Curran@ed.gov>	Required

---


 **Time** 3:00 PM – 3:30 PM  
**Subject** (b)(5)  
**Location** HQ-LBJ-6C135  
**Attachments** (b)(5)  
**Show Time** Busy  
**As**  
Happy to come to you. Here is a copy of the letters. I understand there is also one from Sen. Murray.

Thanks,  
Justin

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Organizer
	Goodridge, Marcella <Marcella.Keiller@ed.gov>	Required

---

**Tuesday, April 04, 2017**

 **Time** 1:00 PM – 2:00 PM  
**Subject** Freedom of Information Act Training  
**Location** Secretary's Conference Room (OS Managed)  
**Show Time** Busy  
**As**  
Good afternoon, all –

As you may have heard, the Freedom of Information Act (FOIA) can be a hot button topic in the federal government. Not to worry: the Office of the General Counsel and FOIA Service Center are providing training to answer all your FOIA questions, including:

- What are our obligations under FOIA?
- Who can file a FOIA request?
- What records fall within the reach of FOIA?
- Does FOIA allow us to protect any of our records from disclosure?
- What are the most common types of FOIA issues raised at the Department?
- What do we do if we receive a FOIA request?

Please join us for this informational training, and learn how we at ED put the “fun” in FOIA!

Jill Siegelbaum  
OGC

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
------------------	----------------------------	-------------------

Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Organizer
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Rierner, Jeffrey (Justin) <Justin.Rierner@ED.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Dougie.Simmons@ED.gov <Dougie.Simmons@ED.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Venable, Joshua	Required

<Joshua.Venable@ed.gov>	
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
Mayo-Tall, Karen <Karen.Mayo-Tall@ed.gov>	Required
Wilson, Lauren <Lauren.Wilson@ed.gov>	Required
Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
Smith, Gregory <Gregory.Smith@ed.gov>	Required
Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Optional
Arrington, Angela <Angela.Arrington@ed.gov>	Optional
Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional
Botel, Jason <Jason.Botel@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional

Delahunty, Sarah  
<Sarah.Delahunty@ed.gov>

Optional

Eck, Kevin <Kevin.Eck@ed.gov>

Optional

---

J. Justin Riemer  
Deputy General Counsel, Postsecondary Education  
[Jeffrey.Riemer@ed.gov](mailto:Jeffrey.Riemer@ed.gov)  
Phone: 202-453-7063  
Cell: 202-213-7970

2018

No Events

## Details

Tuesday, February 07, 2017

**Time** 3:00 PM – 3:30 PM**Subject** Beachhead Meeting**Location** Secretary Conference Room

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
	Young, Patrick <Patrick.Young@ed.gov>	Required
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required

Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Rigas, Laura <Laura.Rigas@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Riemer, Jeffrey <Jeffrey.Riemer@ed.gov>	Required
Eck, Kevin <Kevin.Eck@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Ramos, Beatriz <Beatriz.Ramos@ed.gov>	Required

---

### Wednesday, February 08, 2017



**Time** 2:00 PM – 2:30 PM

**Subject** All-Staff Meeting and Meet & Greet with Sec. Betsy DeVos

**Location** Barnard Auditorium, LBJ, and Online  
Employees are invited to the first All-Staff Meeting with Secretary of Education Betsy DeVos

Wednesday, Feb. 8, 2:00 PM -2:30 PM ET

Barnard Auditorium, LBJ Building and on [HYPERLINK "http://mediasite.ed.gov/"](http://mediasite.ed.gov/) Mediasite\* and [HYPERLINK "http://edstream.ed.gov/"](http://edstream.ed.gov/) EDstream\* with live captioning. Sign-language interpreting will be provided.

#### AGENDA

Welcoming Remarks, Acting General Counsel Phil Rosenfelt  
Remarks from Secretary of Education Betsy DeVos  
Informal Meet and Greet

\*MEDIASITE & EDSTREAM

Employees may watch this event live or later via the archives at the same links.

#### MEDIASITE INSTRUCTIONS:

For employees working inside ED buildings, use Internet Explorer to access HYPERLINK "<http://mediasite.ed.gov/>" Mediasite at this link.

#### EDSTREAM INSTRUCTIONS:


For teleworkers, this event will also air on HYPERLINK "<http://edstream.ed.gov/>" EDstream at this link. You cannot access EDstream while logged into HYPERLINK "<http://gotowork.ed.gov/>" gotowork.ed.gov or Aventaill/Citrix. You may be able to see the event, but you will not be able to hear it. You must open a browser outside of Aventaill/Citrix, preferably in Internet Explorer, and then go to the link provided.

If you have questions of problems with Mediasite or EDstream, please call the Help Desk at 202 708 4357.

Attendees	Name <E-mail>	Attendance
	ED Internal Communications <EDInternalCommunications@ed.gov>	Organizer
	DoED - All ED Employees <DoED- AlLEDEmployees@ed.gov>	Required

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#### Tuesday, February 14, 2017

	<b>Time</b> 1:00 PM – 2:00 PM	
	<b>Subject</b> Ethics Briefing - The Hatch Act	
	<b>Location</b> Secretary's Conference Room (OS Managed)	
Attendees	Name <E-mail>	Attendance
	Carter, Denise <Denise.Carter@ed.gov>	Organizer
	(b)(6) @ed.gov	Required
	Shields, Michael L. (OGC) <Michael.L.Shields@ed.gov>	Required
	Barren, Morris <Morris.Barren@ed.gov>	Required
	Goodridge, Marcella <Marcella.Keiller@ed.gov>	Optional
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Optional
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
	Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
	Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
	Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Optional

Eck, Kevin <Kevin.Eck@ed.gov>	Optional
Reynolds, Cody <Cody.Reynolds@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Ham, Holly <Holly.Ham@ed.gov>	Optional
Rigas, Laura <Laura.Rigas@ed.gov>	Optional
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Young, Patrick <Patrick.Young@ed.gov>	Optional
Toner, Jana <Jana.Toner@ed.gov>	Optional
Lee, Ebony <Ebony.Lee@ed.gov>	Optional
Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional
Ward, Jerry <Jerry.Ward@ed.gov>	Optional
Holden, Ronald <Ronald.Holden@ed.gov>	Optional

---

**Friday, March 03, 2017**

 **Time** 11:00 AM – 12:00 PM

**Subject** Student Art Exhibit Opening: Military Child Education Coalition

**Location** LBJ

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Zimmermann, Jacquelyn <Jacquelyn.Zimmermann@ed.gov>	Organizer
	OPE All Users <_OPEAllUsers@ed.gov>	Required
	OS Employees only <OSEmployeesonly@ed.gov>	Required
	OS Intl Affairs <OUSPES/IA@ed.gov>	Required
	OS OET <OSOET@ed.gov>	Required
	OS Office of the Secretary <Office_of_the_Secretary@ed.gov>	Required

OS TA Fellows <TAFellows@ed.gov>	Required
OS Senior Staff Support Staff <_ODSSeniorStaffSupportStaff@ed.gov>	Required
OS Supervisors <OSSupervisors@ed.gov>	Required
OS Senior Staff <OSSeniorStaff@ed.gov>	Required
OS Scheduling <OSScheduling@ed.gov>	Required
OS Immediate <OSImmediate@ed.gov>	Required
OS Exec Sec <OExecSec@ed.gov>	Required
OS Correspondence <OSCorrespondence@ed.gov>	Required
OCO All HQ Users <OCOAllHQUsers@ed.gov>	Required
OII All Users <OIAllUsers@ed.gov>	Required
OESE All Users <_OESEAllUsers@ed.gov>	Required
Plight, Andrea <Andrea.Plight@ed.gov>	Optional
Southwell, Debora <Debora.Southwell@ed.gov>	Optional

**Tuesday, March 07, 2017**

**Time** 3:00 PM – 3:45 PM  
**Subject** Regulatory Reform Effort Planning  
**Location** Bob's Office  
**Attachments** EO 12866.pdf  
EO 13563.pdf  
Please excuse the dancing meeting times.

I have referenced below the applicable Executive Orders.

<https://www.whitehouse.gov/the-press-office/2017/01/30/presidential-executive-order-reducing-regulation-and-controlling>

<https://www.whitehouse.gov/the-press-office/2017/02/24/presidential-executive-order-enforcing-regulatory-reform-agenda>

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer

Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

**Time** 4:00 PM – 4:45 PM  
**Subject** FW: Regulatory Reform EO  
**Location** Bob's Office  
**Attachments** EO 12866.pdf  
EO 13563.pdf  
EO 13777 - Regulatory Reform (2-24-17).pdf  
-----Original Appointment-----  
From: Eitel, Robert  
Sent: Wednesday, March 01, 2017 1:19 PM  
To: Eitel, Robert; Rosenfelt, Phil; McFadden, Elizabeth; Kossack, Andrew; Rierner, Jeffrey (Justin)  
Cc: Malawer, Hilary; Amann, Amanda  
Subject: Regulatory Reform EO  
When: Tuesday, March 07, 2017 4:00 PM-4:45 PM (UTC-05:00) Eastern Time (US & Canada).  
Where: Bob's Office

(b)(5)

Attendees	Name <E-mail>	Attendance
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Malawer, Hilary <Hilary.Malawer@ed.gov>	Optional
	Amann, Amanda <Amanda.Amann@ed.gov>	Optional
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

**Monday, March 13, 2017**

**Time** 4:00 PM – 5:00 PM  
**Subject** Beachhead Meeting  
**Location** Secretary's Conference Room  
**Attendees**

Name <E-mail>	Attendance
---------------	------------

Toner, Jana <Jana.Toner@ed.gov>	Organizer
(b)(6) @ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Eitel, Robert <Robert.Eitel@ed.gov>	Optional
Botel, Jason <Jason.Botel@ed.gov>	Optional
Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Optional
Hansen, Taylor <Taylor.Hansen@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
Oberlies, Michael <Michael.Oberlies@ed.gov>	Optional
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Optional
Rigas, Laura <Laura.Rigas@ed.gov>	Optional
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Eck, Kevin <Kevin.Eck@ed.gov>	Optional
Reynolds, Cody <Cody.Reynolds@ed.gov>	Optional
Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional
Holden, Ronald <Ronald.Holden@ed.gov>	Optional
Jones, Amy <Amy.Jones@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

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**Wednesday, March 15, 2017**

**Time** 2:00 PM – 3:30 PM

**Subject** FW: HOLD: SEA Webinar on Consolidated State Plan Requirements

**Location** WDCFB6-3C100

-----Original Appointment-----

From: Siry, Melissa

Sent: Wednesday, March 15, 2017 9:59 AM

To: Siry, Melissa; OESE OSS; Myers, Earl; Stern, Jacob; Bogart, Joanne; Martinez, Sarah; Barlow, Christine; Hammer, Victoria; Pasternak, Sharone; Esquith, David; Lyles, Sylvia; Ramirez, Lisa; Jung, Britt; Brickman, Michael; Oberlies, Michael; Jones, Amy; Kossack, Andrew

Cc: Briggs, Ashley; Scott, Tracey; Schmidt, Ashlee; Forrester, Tiffany;

Miceli, Roberta; Nunez, Mario; Spitz, Deborah; Calderon, Brenda;  
 Avery, Tawanda; Rooney, Patrick; McKinney, Jessica; Miller, Meredith;  
 Behrend, Daniel; Shackel, Erin; Putney, LaTisha; Wright, Cynthia;  
 Richardson, Andre; Harwarth, Irene; Bentley-Memon, Millicent;  
 Fenton, Christopher; Myers, Shauna; Oberst, Megan; Peasley, Donald;  
 Juchniewicz, Adam; Tate, Christopher; Scott, Jameel; Fisher, Collette;  
 Smith, Danielle; Belachew, Metasebia; Brice, Porscheoy; Clark, Jane;  
 McCord-Jones, Cassandra; Cox, Katherine; Thurmond, Bryan; Roney,  
 Collette; Choroser, Stephanie; Horner-Smith, Mildred; Rashid, Tahira;  
 Hembrey, Tanesha; Witt, Elizabeth; Kincheloe, Monika; Wallin, Terra;  
 Butler, James; Sadeghi, Lisa; Wells, Michael; Manitaras, Carol;  
 Akinsipe, Jasmine; Carr, Patrick; DESAVE; Rigling, Kay; Liu, Rebecca;  
 Goff, Jessica; Lustig, Amy; Mellman, Richard; Simons, Jane; Anderson,  
 Michael (OGC); Skinner, Josie; Lagaard, Soren; Eichner, Jill; Johnson,  
 Patricia; Muhammad, Faatimah; Vanze, Shaw; Peternith, Rachel;  
 Joseph, Denise; Honeysett, Adam; Budman, Molly; Zarish-Becknell,  
 Kim; Petersen, Molly; Light, Kimberly; Stephenson, Todd; Hilliard,  
 Deirdra; Suh, Joseph; Harris, Lisa (OGC); Foy Moss, Rita; Williams,  
 Bryan; Schulz, Eric; Bakely, Cole; Proctor, Tammy; Garcia, Bernard;  
 Hall, Marilyn; Hernandez-Marshall, Angela  
 Subject: HOLD: SEA Webinar on Consolidated State Plan Requirements  
 When: Wednesday, March 15, 2017 2:00 PM-3:30 PM (UTC-05:00)  
 Eastern Time (US & Canada).  
 Where: WDCFB6-3C100

Hi all,

I appreciate the interest in attending today's webinar. At this point, we do not have capacity to accommodate all ED staff in 3C100. Therefore, I ask that only OESE staff view in 3C100. For other offices, please coordinate among your respective program offices to view the webinar together in order to save space on the WebEx.

Webinar 1: Update on consolidated State plan requirements  
 Wednesday, March 15, 2017 2:00-3:30 PM ET  
 Access the webinar [HYPERLINK](#)

(b)(6)

Please note that the webinar will be recorded and posted on our website.

Thanks so much for your understanding,  
 Melissa

Attendees	Name <E-mail>	Attendance
	Siry, Melissa <Melissa.Siry@ed.gov>	Organizer
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	OESE OSS <OESEOSS@ed.gov>	Required

Myers, Earl <Earl.Myers@ed.gov>	Required
Stern, Jacob <Jacob.Stern@ed.gov>	Required
Bogart, Joanne <Joanne.Bogart@ed.gov>	Required
Martinez, Sarah <Sarah.Martinez@ed.gov>	Required
Barlow, Christine <Christine.Barlow@ed.gov>	Required
Hammer, Victoria <Victoria.Hammer@ed.gov>	Required
Pasternak, Sharone <Sharone.Pasternak@ed.gov>	Required
Esquith, David <David.Esquith@ed.gov>	Required
Lyles, Sylvia <Sylvia.Lyles@ed.gov>	Required
Ramirez, Lisa <Lisa.Ramirez@ed.gov>	Required
Jung, Britt <Britt.Jung@ed.gov>	Required
Brickman, Michael <Michael.Brickman@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Briggs, Ashley <Ashley.Briggs@ed.gov>	Optional
Scott, Tracey <Tracey.Albert@ed.gov>	Optional
Schmidt, Ashlee <Ashlee.Schmidt@ed.gov>	Optional
Forrester, Tiffany <Tiffany.Forrester@ed.gov>	Optional
Miceli, Roberta <Roberta.Miceli@ed.gov>	Optional
Nunez, Mario <Mario.Nunez@ed.gov>	Optional
Spitz, Deborah <Deborah.Spitz@ed.gov>	Optional
Calderon, Brenda <Brenda.Calderon@ed.gov>	Optional
Avery, Tawanda <Tawanda.Avery@ed.gov>	Optional
Rooney, Patrick <Patrick.Rooney@ed.gov>	Optional

McKinney, Jessica <Jessica.Mckinney@ed.gov>	Optional
Miller, Meredith <Meredith.Miller@ed.gov>	Optional
Behrend, Daniel <Daniel.Behrend@ed.gov>	Optional
Shackel, Erin <Erin.Shackel@ed.gov>	Optional
Putney, LaTisha <Latisha.Putney@ed.gov>	Optional
Wright, Cynthia <Cynthia.Wright@ed.gov>	Optional
Richardson, Andre <Andre.Richardson@ed.gov>	Optional
Harwarth, Irene <Irene.Harwarth@ed.gov>	Optional
Bentley-Memon, Millicent <Millicent.Bentley-Memon@ed.gov>	Optional
Fenton, Christopher <Christopher.Fenton@ed.gov>	Optional
Myers, Shauna <Shauna.Myers@ed.gov>	Optional
Oberst, Megan <Megan.Oberst@ed.gov>	Optional
Peasley, Donald <Donald.Peasley@ed.gov>	Optional
Juchniewicz, Adam <Adam.Juchniewicz@ed.gov>	Optional
Tate, Christopher <Christopher.Tate@ed.gov>	Optional
Scott, Jameel <Jameel.Scott@ed.gov>	Optional
Fisher, Collette <Collette.Fisher@ed.gov>	Optional
Smith, Danielle <Danielle.Smith2@ed.gov>	Optional
Belachew, Metasebia <Metasebia.Belachew@ed.gov>	Optional
Brice, Porscheoy <Porscheoy.Brice@ed.gov>	Optional
Clark, Jane <Jane.Clark@ed.gov>	Optional
McCord-Jones, Cassandra <Cassandra.McCord-Jones@ed.gov>	Optional
Cox, Katherine <Katherine.Cox@ed.gov>	Optional
Thurmond, Bryan <Bryan.Thurmond@ed.gov>	Optional

Roney, Collette <Collette.Roney@ed.gov>	Optional
Choroser, Stephanie <Stephanie.Choroser@ed.gov>	Optional
Horner-Smith, Mildred <Mildred.Horner-Smith@ed.gov>	Optional
Rashid, Tahira <Tahira.Rashid@ed.gov>	Optional
Hembrey, Tanesha <Tanesha.Hembrey@ed.gov>	Optional
Witt, Elizabeth <Elizabeth.Witt@ed.gov>	Optional
Kincheloe, Monika <Monika.Kincheloe@ed.gov>	Optional
Wallin, Terra <Terra.Wallin@ed.gov>	Optional
Butler, James <James.Butler@ed.gov>	Optional
Sadeghi, Lisa <Lisa.Sadeghi@ed.gov>	Optional
Wells, Michael <Michael.Wells@ed.gov>	Optional
Manitaras, Carol <Carol.Manitaras@ed.gov>	Optional
Akinsipe, Jasmine <Jasmine.Akinsipe@ed.gov>	Optional
Carr, Patrick <Patrick.Carr@ed.gov>	Optional
DESAVE <DESAVE@ed.gov>	Optional
Rigling, Kay <Kay.Rigling@ed.gov>	Optional
Liu, Rebecca <Rebecca.Liu@ed.gov>	Optional
Goff, Jessica <Jessica.Goff@ed.gov>	Optional
Lustig, Amy <Amy.Lustig@ed.gov>	Optional
Mellman, Richard <Richard.Mellman@ed.gov>	Optional
Simons, Jane <Jane.Simons@ed.gov>	Optional
Anderson, Michael (OGC) <Michael.Anderson@ed.gov>	Optional
Skinner, Josie <Josie.Skinner@ed.gov>	Optional
Lagaard, Soren <Soren.Lagaard@ed.gov>	Optional
Eichner, Jill <Jill.Eichner@ed.gov>	Optional

Johnson, Patricia <Patricia.Johnson@ed.gov>	Optional
Muhammad, Faatimah <Faatimah.Muhammad@ed.gov>	Optional
Vanze, Shaw <Shaw.Vanze@ed.gov>	Optional
Peternith, Rachel <Rachel.Peternith@ed.gov>	Optional
Joseph, Denise <Denise.Joseph@ed.gov>	Optional
Honeysett, Adam <Adam.Honeysett@ed.gov>	Optional
Budman, Molly <Molly.Budman@ed.gov>	Optional
Zarish-Becknell, Kim <Kim.Zarish-Becknell@ed.gov>	Optional
Petersen, Molly <Molly.Petersen@ed.gov>	Optional
Light, Kimberly <Kimberly.Light@ed.gov>	Optional
Stephenson, Todd <Todd.Stephenson@ed.gov>	Optional
Hilliard, Deirdra <Deirdra.Hilliard@ed.gov>	Optional
Suh, Joseph <Joseph.Suh@ed.gov>	Optional
Harris, Lisa (OGC) <Lisa.Harris@ed.gov>	Optional
Foy Moss, Rita <Rita.Foy.Moss@ed.gov>	Optional
Williams, Bryan <Bryan.Williams@ed.gov>	Optional
Schulz, Eric <Eric.Schulz@ed.gov>	Optional
Bakely, Cole <Cole.Bakely@ed.gov>	Optional
Proctor, Tammy <Tammy.Proctor@ed.gov>	Optional
Garcia, Bernard <Bernard.Garcia@ed.gov>	Optional
Hall, Marilyn <Marilyn.Hall@ed.gov>	Optional
Hernandez-Marshall, Angela <Angela.Hernandez-Marshall@ed.gov>	Optional

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**Time** 3:30 PM – 4:30 PM  
**Subject** (b)(5)  
**Location** Justin's office (7W207)

-----Original Appointment-----

From: Kossack, Andrew

Sent: Monday, March 13, 2017 9:58 AM

To: Kossack, Andrew; Styles, Kathleen; Rosenfelt, Phil; McFadden, Elizabeth; Riemer, Jeffrey (Justin); Carter, Denise

Cc: Eitel, Robert; Siegelbaum, Jill; Smith, Gregory

Subject: (b)(5)

When: Wednesday, March 15, 2017 3:30 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Justin's office (7W207)

Hi, everyone:

(b)(5)

Schedules are pretty packed for everyone, but this looked like a decent block for most folks. If it doesn't work for you, just let me know.

Thanks,  
Andrew

Attendees	Name <E-mail>	Attendance
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Organizer
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
	McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
	Carter, Denise <Denise.Carter@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Optional
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Optional
	Smith, Gregory <Gregory.Smith@ed.gov>	Optional
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional
	Arrington, Angela <Angela.Arrington@ed.gov>	Optional

---

Friday, March 17, 2017

Time 11:45 AM – 12:45 PM

Subject Lunch

Let's meet at the elevator around 11:45.

Attendees	Name <E-mail>	Attendance
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required

---

**Tuesday, March 21, 2017**

**Time** 3:00 PM – 4:00 PM

**Subject** Discussion on FOIA

**Location** 240-20

Attendees	Name <E-mail>	Attendance
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Winters, Deborah <Deborah.Winters@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Arrington, Angela <Angela.Arrington@ed.gov>	Required

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**Wednesday, March 22, 2017**

**Time** 3:30 PM – 5:00 PM

**Subject** (b)(5)

**Location** GC's Office 6E335 or call in (b)(6) The participant code is:

(b)(6)

-----Original Appointment-----

From: Rosenfelt, Phil

Sent: Tuesday, March 21, 2017 3:42 PM

To: Rosenfelt, Phil; Rierner, Jeffrey (Justin); Conaty, Joe; Manning, James; Mahaffie, Lynn; Kossack, Andrew

Subject: Borrower Defense Check In

When: Wednesday, March 22, 2017 3:30 PM-5:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: GC's Office 6E335 or call in (b)(6) The participant code


(b)(6)

(b)(5)

Phil		
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional

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**Thursday, March 23, 2017**

 **Time** 3:00 PM – 3:30 PM

**Subject** FOIA

**Location** Bob's Office

(b)(5)

Let's discuss ways to address the oldest FOIA requests and staff support.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Eitel, Robert <Robert.Eitel@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required

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**Tuesday, March 28, 2017**

**Time** 3:30 PM – 4:30 PM  
**Subject** (b)(5)  
**Location** WDCFB6-2W238-80  
Please use the following dial-in information to join the call:  
  
Phone Number: (b)(6)  
Participant Code: (b)(6)  

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Organizer
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Winters, Deborah <Deborah.Winters@ed.gov>	Required
	Arrington, Angela <Angela.Arrington@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Optional
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Optional

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**Wednesday, March 29, 2017**

**Time** 2:30 PM – 3:30 PM  
**Subject** Canceled: FOIA Training  
**Location** 6E251 -- OGS Library conference room  
**Importance** High  
Hi, all – We need to move this to next week (scheduling conflicts). I'll try and find a time that works for everyone, and will send out a new invite. Sorry, all!  
  
Jill  
  
Hi, all –  
  
Per our discussion, I'm setting up this training for folks who will be focusing a significant part of their time on FOIA at ED. This training will be more in-depth and process-oriented than the one scheduled for April 4 (which should be broader and more general in scope). If there are particular elements you'd like to focus on in this training, please let me know!

Thanks,  
Jill

Attendees	Name <E-mail>	Attendance
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
	Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
	Mayo-Tall, Karen <Karen.Mayo-Tall@ed.gov>	Required
	Wilson, Lauren <Lauren.Wilson@ed.gov>	Required
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
	Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
	Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Optional
	Arrington, Angela <Angela.Arrington@ed.gov>	Optional

**Time** 3:00 PM – 4:30 PM  
**Subject** Canceled: Borrower Defense  
**Location** Under Secretary's Office LBJ ~ no call in number  
**Importance** High

(b)(5)

Thanks everyone for your responsiveness.  
...Joe...

Review and assess progress on the follow-up items from the previous meeting.

(b)(5)

Others

Please remember to forward to others who you think can contribute.

Attendees	Name <E-mail>	Attendance
	Conaty, Joe <Joseph.Conaty@ed.gov>	Organizer
	Runcie, James <James.Runcie@ed.gov>	Required

Kim, Laura <Laura.Kim@ed.gov>	Required
Curran, Frank D. <Frank.Curran@ed.gov>	Required
Sessa, Matthew <Matthew.Sessa@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
McLarnon, Gail <Gail.McLarnon@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Urwitz, Jay <Jay.Urwitz@ed.gov>	Required
Zibel, Daniel <Daniel.Zibel@ed.gov>	Required
Minor, Robin <Robin.Minor@ed.gov>	Required
Nevin, Colleen <Colleen.Nevin@ed.gov>	Optional
McGinnis, Colleen <Colleen.McGinnis@ed.gov>	Optional
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional
Harris, Tracey (FSA) <Tracey.Harris@ed.gov>	Optional
Smith, Kathleen <Kathleen.Smith@ed.gov>	Optional
Weisman, Annmarie <Annmarie.Weisman@ed.gov>	Optional
Arnold, Nathan <Nathan.Arnold@ed.gov>	Optional
Leith, William <William.Leith@ed.gov>	Optional

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**Tuesday, April 04, 2017**

**Time** 1:00 PM – 2:00 PM  
**Subject** Freedom of Information Act Training  
**Location** Secretary's Conference Room (OS Managed)  
 Good afternoon, all –

As you may have heard, the Freedom of Information Act (FOIA) can be a hot button topic in the federal government. Not to worry: the Office

of the General Counsel and FOIA Service Center are providing training to answer all your FOIA questions, including:

What are our obligations under FOIA?  
Who can file a FOIA request?  
What records fall within the reach of FOIA?  
Does FOIA allow us to protect any of our records from disclosure?  
What are the most common types of FOIA issues raised at the Department?  
What do we do if we receive a FOIA request?

Please join us for this informational training, and learn how we at ED put the “fun” in FOIA!

Jill Siegelbaum  
OGC

Attendees	Name <E-mail>	Attendance
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Frendewey, Matthew <Matthew.Frendewey@ed.gov>	Required
	Goad, Robert <Robert.Goad@ed.gov>	Required
	Holden, Ronald <Ronald.Holden@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
	Jones, Amy <Amy.Jones@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required
	Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Justin.Rierner@ED.gov>	Required
	Rigas, Laura <Laura.Rigas@ed.gov>	Required
	Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required

Dougie.Simmons@ED.gov <Dougie.Simmons@ED.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Venable, Joshua <Joshua.Venable@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Ward, Jerry <Jerry.Ward@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
Mayo-Tall, Karen <Karen.Mayo-Tall@ed.gov>	Required
Wilson, Lauren <Lauren.Wilson@ed.gov>	Required
Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
Smith, Gregory <Gregory.Smith@ed.gov>	Required
Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Optional
Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Optional
Arrington, Angela <Angela.Arrington@ed.gov>	Optional
Bailey, Nathan <Nathan.Bailey@ed.gov>	Optional
Botel, Jason <Jason.Botel@ed.gov>	Optional
Brickman, Michael <Michael.Brickman@ed.gov>	Optional
Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Optional
Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Optional
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Optional

Eck, Kevin <Kevin.Eck@ed.gov>

Optional

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**Wednesday, April 05, 2017**

**Time** 4:00 PM – 4:30 PM

**Subject** FOIA Backlog -- Checkin

**Location** WDCFB6-2W240-20 (Managed)

**Recurrence** Occurs every Wednesday effective 4/5/2017 until 4/19/2017 from 4:00 PM to 4:30 PM  
I've set this up as weekly for the next 3 weeks, then we'll assess if we can move to every other week.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Organizer
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Winters, Deborah <Deborah.Winters@ed.gov>	Required
	Arrington, Angela <Angela.Arrington@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
	Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Required
	Wehausen, Robert <Robert.Wehausen@ed.gov>	Required

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**Friday, April 07, 2017**

**Time** 10:00 AM – 11:00 AM

**Subject** FOIA Demo: Cradle To Grave Processing

**Location** WDCFB6-2W248-20 (Managed)

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Smith, Gregory <Gregory.Smith@ed.gov>	Organizer
	Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
	Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required

Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
Jones, Kim (Contractor) <Kim.Jones@ed.gov>	Optional

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**Monday, April 10, 2017**

**Time** 3:00 PM – 4:00 PM  
**Subject** Office of Hearings and Appeals Overview Briefing  
**Location** WDCFB6-2W240-20 (Managed)  
**Attachments** (b)(5)

Attendees	Name <E-mail>	Attendance
	Carter, Denise <Denise.Carter@ed.gov>	Organizer
	Manning, James <James.Manning@ed.gov>	Required
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Furey, Frank <Frank.Furey@ed.gov>	Required
	Smith, Richard <Richard.Smith@ed.gov>	Required
	Ham, Holly <Holly.Ham@ed.gov>	Required

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**Tuesday, April 11, 2017**

**Time** 2:00 PM – 3:00 PM  
**Subject** FOIA Training  
**Location** 6E251 - OGCs Conf Room  
 Hi, all –

Looking to reschedule last week's training for folks who will be focusing a significant part of their time on FOIA at ED. This training will be more in-depth and process-oriented than the one scheduled for April 4 (which should be broader and more general in scope). If there are particular elements you'd like to focus on in this training, please let me know!

Thanks,

Jill		
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Organizer
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
	Wilson, Lauren <Lauren.Wilson@ed.gov>	Required
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
	Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
	Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Required
	Arrington, Angela <Angela.Arrington@ed.gov>	Required

#### Wednesday, April 12, 2017

**Time** 1:00 PM – 2:00 PM  
**Subject** PSLF briefing  
**Location** Under secretary's office (7E307) or (b)(6)  
 Update 4/11: Adding call-in for offsite staff.

We will provide materials in advance of the meeting.

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Arnold, Nathan <Nathan.Arnold@ed.gov>	Organizer
	Eitel, Robert <Robert.Eitel@ed.gov>	Required
	Manning, James <James.Manning@ed.gov>	Required
	Mahaffie, Lynn <Lynn.Mahaffie@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Lee, Ebony <Ebony.Lee@ed.gov>	Required

McLarnon, Gail <Gail.McLarnon@ed.gov>	Required
Siegel, Brian <Brian.Siegel@ed.gov>	Required
Smith, Brian <Brian.Smith@ed.gov>	Required
Foss, Ian <Ian.Foss@ed.gov>	Required
Leith, William <William.Leith@ed.gov>	Required
Oldre, Lisa <Lisa.Oldre@ed.gov>	Required
Urwitz, Jay <Jay.Urwitz@ed.gov>	Required
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Required
Jenkins, Harold <Harold.Jenkins@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Optional
LaVia, Mark <Mark.LaVia@ed.gov>	Optional
Battle, Cynthia <Cynthia.Battle@ed.gov>	Optional
Chialastri, Taneka <Taneka.Chialastri@ed.gov>	Optional

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**Time** 3:00 PM – 4:00 PM

**Subject** FOIA Senior Leaders

**Location** WDCFB6-2W240-20 (Managed)

Please use the following dial-in information to join the call:

Phone Number: (b)(6)

Participant Code: (b)(6)

Attendees	Name <E-mail>	Attendance
	Khasawneh, Bayan (Contractor) <Bayan.Khasawneh@ed.gov>	Organizer
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Arnold, Nathan <Nathan.Arnold@ed.gov>	Required
	Conaty, Joe <Joseph.Conaty@ed.gov>	Required
	Pedersen, AnnMarie <AnnMarie.Pedersen@ed.gov>	Required
	Weisman, Annmarie <Annmarie.Weisman@ed.gov>	Required

Smith, George.Alan <George.Alan.Smith@ed.gov>	Required
Betka, Sue <Sue.Betka@ed.gov>	Required
Bergstrom, Peter <Peter.Bergstrom@ed.gov>	Required
Minami, Kristine <Kristine.Minami@ed.gov>	Required
Morgan, Earl <Earl.Morgan@ed.gov>	Required
Reed, Carla <Carla.Reed@ed.gov>	Required
Hunter, Tina <Tina.Hunter@ed.gov>	Required
Washington, Mark <Mark.Washington@ed.gov>	Required
Araujo, Liza <Liza.Araujo@ed.gov>	Required
Miller, Daniel J <Daniel.Miller@ed.gov>	Required
Ford, Kim R. <Kim.Ford@ed.gov>	Required
Winston, Melanie <Melanie.Winston@ed.gov>	Required
Budd, Sally <Sally.Budd@ed.gov>	Required
Siegelbaum, Jill <Jill.Siegelbaum@ed.gov>	Required
Kim, Eun (OGC) <Eun.Kim@ed.gov>	Required
Sasser, Tracey <Tracey.Sasser@ed.gov>	Required
Sorensen, Howard <Howard.Sorensen@ed.gov>	Required
Erceg, Marta <Marta.Erceg@ed.gov>	Required
Petersen, Molly <Molly.Petersen@ed.gov>	Required
Smith, Richard <Richard.Smith@ed.gov>	Required
Dorfman, Cynthia <Cynthia.Dorfman@ed.gov>	Required
Ramakris, Jessica <Jessica.Ramakris@ed.gov>	Required
Henson, Diane <Diane.Henson@ed.gov>	Required
Blanchard, Timothy <Timothy.Blanchard@ed.gov>	Required
Fox, Wendella <Wendella.Fox@ed.gov>	Required

Velez, Melanie <Melanie.Velez@ed.gov>	Required
Rapport, Adele <Adele.Rapport@ed.gov>	Required
August, Taylor <Taylor.August@ed.gov>	Required
Dittmeier, Bill <Bill.Dittmeier@ed.gov>	Required
Romine, Aaron <Aaron.Romine@ed.gov>	Required
Faer, Laura <Laura.Faer@ed.gov>	Required
Mangel, Linda <Linda.Mangel@ed.gov>	Required
Wender, Alice <Alice.Wender@ed.gov>	Required
Chandra, Meena Morey <Meena.Morey.Chandra@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Smith, Gregory <Gregory.Smith@ed.gov>	Required
Arrington, Angela <Angela.Arrington@ed.gov>	Required
Wehausen, Robert <Robert.Wehausen@ed.gov>	Required
Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Required
Carter, Denise <Denise.Carter@ed.gov>	Required
Gray, Eric (Contractor) <Eric.Gray@ed.gov>	Optional
Widger, Amber (Contractor) <Amber.Widger@ed.gov>	Optional

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**Time** 4:00 PM – 4:30 PM  
**Subject** FOIA Backlog -- Checkin  
**Location** WDCFB6-2W240-20 (Managed)  
**Recurrence** Occurs every Wednesday effective 4/5/2017 until 4/19/2017 from 4:00 PM to 4:30 PM  
 I've set this up as weekly for the next 3 weeks, then we'll assess if we

can move to every other week.		
<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Styles, Kathleen <Kathleen.Styles@ed.gov>	Organizer
	Ham, Holly <Holly.Ham@ed.gov>	Required
	Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
	Smith, Gregory <Gregory.Smith@ed.gov>	Required
	Winters, Deborah <Deborah.Winters@ed.gov>	Required
	Arrington, Angela <Angela.Arrington@ed.gov>	Required
	St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required
	Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
	Rierner, Jeffrey (Justin) <Jeffrey.Rierner@ed.gov>	Required
	Caliguiran, Arthur <Arthur.Caliguiran@ed.gov>	Required
	Wehausen, Robert <Robert.Wehausen@ed.gov>	Required

Thursday, April 13, 2017



**Time** 3:00 PM – 4:00 PM

**Subject** Executive Secretariat Briefing

**Location** Secretary's Conference Room (OS Managed)

Hi all,

Throughout the last several weeks, many of you have assisted in clearing documents through the ExecSec process. Thank you for your help in reviewing and editing these documents.

This meeting will provide a briefing on ExecSec and all of their processes.

Thanks,  
Eric

<b>Attendees</b>	<b>Name &lt;E-mail&gt;</b>	<b>Attendance</b>
	Venable, Joshua <Joshua.Venable@ed.gov>	Organizer
	Bailey, Nathan <Nathan.Bailey@ed.gov>	Required
	Botel, Jason <Jason.Botel@ed.gov>	Required
	Brickman, Michael <Michael.Brickman@ed.gov>	Required
	Buchesky, Stanley <Stanley.Buchesky@ed.gov>	Required

Chamberlain, Michael <Michael.Chamberlain@ed.gov>	Required
Cox-Roush, Deborah <Deborah.Cox-Roush@ed.gov>	Required
Delahunty, Sarah <Sarah.Delahunty@ed.gov>	Required
Eck, Kevin <Kevin.Eck@ed.gov>	Required
Eitel, Robert <Robert.Eitel@ed.gov>	Required
Ferguson, Gillum <Gillum.Ferguson@ed.gov>	Required
Goad, Robert <Robert.Goad@ed.gov>	Required
Ham, Holly <Holly.Ham@ed.gov>	Required
Holden, Ronald <Ronald.Holden@ed.gov>	Required
Hudson, Alexandra <Alexandra.Hudson@ed.gov>	Required
Jones, Amy <Amy.Jones@ed.gov>	Required
Kossack, Andrew <Andrew.Kossack@ed.gov>	Required
Lee, Ebony <Ebony.Lee@ed.gov>	Required
Manning, James <James.Manning@ed.gov>	Required
Oberlies, Michael <Michael.Oberlies@ed.gov>	Required
Reynolds, Cody <Cody.Reynolds@ed.gov>	Required
Riemer, Jeffrey (Justin) <Jeffrey.Riemer@ed.gov>	Required
Ruddock, Neil <Neil.Ruddock@ed.gov>	Required
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
Smith, Kathleen <Kathleen.Smith@ed.gov>	Required
Toner, Jana <Jana.Toner@ed.gov>	Required
Ventimiglia, Eric <Eric.Ventimiglia@ed.gov>	Required
Young, Patrick <Patrick.Young@ed.gov>	Required
St.Pierre, Tracey <Tracey.StPierre@ed.gov>	Required


Winters, Deborah <Deborah.Winters@ed.gov>	Required
Naber, Dianne <Dianne.Naber@ed.gov>	Required

### Wednesday, April 19, 2017



**Time** 10:00 AM – 10:30 AM  
**Subject** Check-In with Patrick  
**Location** GC Office 6E313  
**Attendees**

Name <E-mail>	Attendance
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
Shaheen, Patrick <Patrick.Shaheen@ed.gov>	Required
McFadden, Elizabeth <Elizabeth.McFadden@ed.gov>	Required


### Thursday, April 20, 2017


**Time** 1:00 PM – 2:00 PM  
**Subject** Meet with Legislative Affairs  


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**Time** 3:00 PM – 3:30 PM  
**Subject** Check In with Justin

### Monday, April 24, 2017


**Time** 10:30 AM – 11:00 AM  
**Subject** Golden Apple Meet and Greet  
**Location** Golden Apple  
 Don't Forget To Come Out To Meet and Greet Colleagues-

We know that some of you have had the chance to meet Andrew, Justin, and Patrick since they joined OGC earlier this week, but we would like to officially introduce them and welcome them to OGC. Please plan to join us in the golden apple area for donuts and coffee to welcome OGC's newest colleagues.

Thanks,  
 Phil and Elizabeth

**Attendees**

Name <E-mail>	Attendance
Rosenfelt, Phil <Phil.Rosenfelt@ed.gov>	Organizer
OGC USER <OGCUSER@ed.gov>	Required
Surprenant, Kala <Kala.Surprenant@ed.gov>	Optional
Zulfiqar, Hasan <Hasan.Zulfiqar@ed.gov>	Optional
Lagaard, Soren <Soren.Lagaard@ed.gov>	Optional

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin)

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin)

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew

**Hansen, Taylor**

---

**Subject:** Prepare brief on Martha Helene Stapleton of Benecentive -- meeting on 3/21

**Start:** Friday, March 17, 2017 9:00 AM

**End:** Friday, March 17, 2017 9:30 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Guidance Chat

**Start:** Monday, March 13, 2017 9:30 AM

**End:** Monday, March 13, 2017 10:00 AM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Hansen, Taylor

**Required Attendees:** Goodridge, Marcella

**DeVos, Betsy**

---

**Subject:** Meeting with Taylor Hansen  
**Location:** Office of the Secretary  
  
**Start:** Thursday, March 16, 2017 2:45 PM  
**End:** Thursday, March 16, 2017 3:15 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** DeVos, Betsy  
**Required Attendees:** Hansen, Taylor; Toner, Jana; EDCalendar

Secretary DeVos to meet with Taylor Hansen

**DeVos, Betsy**

---

**Subject:** Meeting with Taylor Hansen  
**Location:** Office of the Secretary  
  
**Start:** Thursday, March 16, 2017 2:45 PM  
**End:** Thursday, March 16, 2017 3:15 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** DeVos, Betsy  
**Required Attendees:** Hansen, Taylor; Toner, Jana

Secretary DeVos to meet with Taylor Hansen

**Runcie, James**

---

**Subject:** Experimental Sites  
**Location:** COO's CR - 112F3  
  
**Start:** Wednesday, March 15, 2017 9:00 AM  
**End:** Wednesday, March 15, 2017 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Runcie, James  
**Required Attendees:** Smith, Kathleen; Hansen, Taylor; Riemer, Jeffrey (Justin);  
Baker, Jeff; Munier, Craig; McGinnis, Colleen

Jim not attending.

**Runcie, James**

---

**Subject:** Experimental Sites  
**Location:** COO's CR - 112F3  
  
**Start:** Wednesday, March 15, 2017 9:00 AM  
**End:** Wednesday, March 15, 2017 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Runcie, James  
**Required Attendees:** Smith, Kathleen; Hansen, Taylor; Baker, Jeff; Munier, Craig;  
McGinnis, Colleen  
**Optional Attendees:** Brickman, Michael

Jim not attending.

**Runcie, James**

---

**Subject:** Experimental Sites  
**Location:** COO's CR - 112F3  
  
**Start:** Wednesday, March 15, 2017 9:00 AM  
**End:** Wednesday, March 15, 2017 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Runcie, James  
**Required Attendees:** Smith, Kathleen; Hansen, Taylor; Riemer, Jeffrey (Justin);  
Baker, Jeff; Munier, Craig; McGinnis, Colleen  
**Optional Attendees:** Brickman, Michael

Jim not attending.

**Hansen, Taylor**

---

**Subject:** Coffee

**Start:** Thursday, March 09, 2017 10:00 AM

**End:** Thursday, March 09, 2017 10:30 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Hansen, Taylor**

---

**Subject:** Senate Hearing (starts @ 2:15)  
**Location:** Dirksen 628  
  
**Start:** Wednesday, March 08, 2017 1:15 PM  
**End:** Wednesday, March 08, 2017 4:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Ward, Jerry

**Hansen, Taylor**

---

**Subject:** 1 Exec Sec on Special ED due next Wednesday!

**Start:** Friday, March 10, 2017 5:30 PM

**End:** Friday, March 10, 2017 6:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Lunch with Damon -- metro center

**Start:** Tuesday, March 07, 2017 12:30 PM

**End:** Tuesday, March 07, 2017 1:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Lunch with Damon -- metro center

**Start:** Tuesday, March 07, 2017 12:00 PM

**End:** Tuesday, March 07, 2017 1:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** 1 NIA on Special ED due Monday! 1 more due on Tuesday!

**Start:** Friday, March 10, 2017 5:00 PM

**End:** Friday, March 10, 2017 5:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** NIA on Special ED due Monday!

**Start:** Friday, March 10, 2017 5:00 PM

**End:** Friday, March 10, 2017 5:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** 1 NIA on Special ED due Monday! 1 more due on Tuesday! 1 more due on Wednesday!

**Start:** Friday, March 10, 2017 5:00 PM

**End:** Friday, March 10, 2017 5:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Lunch with Jeff A

**Start:** Wednesday, March 08, 2017 12:00 PM

**End:** Wednesday, March 08, 2017 1:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Botel, Jason**

---

**Subject:** Meeting Kalwis Lo/Scholarship America  
**Location:** WDCFB6-7C101  
  
**Start:** Friday, March 24, 2017 1:30 PM  
**End:** Friday, March 24, 2017 2:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Kalwis Lo (klo@scholarshipamerica.org); Kossack, Andrew; Hansen, Taylor

Background:

**From:** Kalwis Lo

**Sent:** Thursday, February 09, 2017 4:54 PM

**To:** '[jason.botel@ed.gov](mailto:jason.botel@ed.gov)'

**Subject:** Meeting Request

Hello Jason,

I hope this message finds you well. My name is Kalwis Lo and I am the director of policy for Scholarship America. We are the largest private scholarship provider in the country with a mission to make postsecondary education possible for everyone. We manage over 13,000 programs for over 1,300 businesses, nonprofits, and philanthropic individuals and to date, we have distributed over \$3.5 billion to over two million students. Also, we current manage the U.S. Presidential Scholarship program housed at the Department of Education.

I'm reaching out to request a meeting with you and folks from Secretary DeVos' team for introductions as well as a conversation to see how we might be able to work together. Is there a time that will work for you over the next few weeks?

Thank you and I look forward to hearing back from you.

Best,

**Kalwis Lo** | Director, Policy and Advocacy  
**Scholarship America**  
1747 Pennsylvania Avenue NW, Suite 230

Washington, DC 20006

(202) 517-6330 | <http://scholarshipamerica.org>

**Connect with us:** [Facebook](#) | [Twitter](#) | [Blog](#)

**Botel, Jason**

---

**Subject:** Meeting Kalwis Lo/Scholarship America  
**Location:** WDCFB6-7C101  
  
**Start:** Friday, March 24, 2017 1:30 PM  
**End:** Friday, March 24, 2017 2:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Kalwis Lo (klo@scholarshipamerica.org); Kossack, Andrew; Hansen, Taylor

Background:

**From:** Kalwis Lo

**Sent:** Thursday, February 09, 2017 4:54 PM

**To:** '[jason.botel@ed.gov](mailto:jason.botel@ed.gov)'

**Subject:** Meeting Request

Hello Jason,

I hope this message finds you well. My name is Kalwis Lo and I am the director of policy for Scholarship America. We are the largest private scholarship provider in the country with a mission to make postsecondary education possible for everyone. We manage over 13,000 programs for over 1,300 businesses, nonprofits, and philanthropic individuals and to date, we have distributed over \$3.5 billion to over two million students. Also, we current manage the U.S. Presidential Scholarship program housed at the Department of Education.

I'm reaching out to request a meeting with you and folks from Secretary DeVos' team for introductions as well as a conversation to see how we might be able to work together. Is there a time that will work for you over the next few weeks?

Thank you and I look forward to hearing back from you.

Best,

**Kalwis Lo** | Director, Policy and Advocacy  
**Scholarship America**  
1747 Pennsylvania Avenue NW, Suite 230  
Washington, DC 20006

(202) 517-6330 | <http://scholarshipamerica.org>  
**Connect with us:** [Facebook](#) | [Twitter](#) | [Blog](#)

**Runcie, James**

---

**Subject:** Experimental Sites

**Location:** COO's CR - 112F3

**Start:** Friday, March 10, 2017 11:00 AM

**End:** Friday, March 10, 2017 12:00 PM

**Recurrence:** (none)

**Meeting Status:** Declined

**Organizer:** Runcie, James

**Required Attendees:** Smith, Kathleen; Hansen, Taylor; Riemer, Jeffrey (Justin);  
Baker, Jeff; Munier, Craig

**Hansen, Taylor**

---

**Subject:** Chat with Jana

**Start:** Friday, March 03, 2017 1:30 PM

**End:** Friday, March 03, 2017 2:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Hansen, Taylor**

---

**Subject:** Call

**Start:** Wednesday, March 01, 2017 2:00 PM

**End:** Wednesday, March 01, 2017 2:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Reminder call Mark & Amy

**Start:** Wednesday, March 01, 2017 2:00 PM

**End:** Wednesday, March 01, 2017 2:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Rierner, Jeffrey (Justin)**

---

**Subject:** Recap from fsa  
**Location:** Justin's office  
  
**Start:** Monday, February 27, 2017 3:30 PM  
**End:** Monday, February 27, 2017 4:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Rierner, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor; Smith, Kathleen

**Riemer, Jeffrey (Justin)**

---

**Subject:** Recap from fsa  
**Location:** Justin's office  
  
**Start:** Monday, February 27, 2017 4:00 PM  
**End:** Monday, February 27, 2017 4:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Riemer, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor; Smith, Kathleen

**Rierner, Jeffrey (Justin)**

---

**Subject:** Recap from fsa  
**Location:** Justin's office  
  
**Start:** Monday, February 27, 2017 4:00 PM  
**End:** Monday, February 27, 2017 4:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Rierner, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor; Smith, Kathleen

## Hansen, Taylor

---

**Subject:** Lunch  
**Location:** T.Coast  
  
**Start:** Tuesday, February 28, 2017 11:30 AM  
**End:** Tuesday, February 28, 2017 12:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Ruddock, Neil

## Hansen, Taylor

---

**Subject:** Lunch

**Location:** T.Coast

**Start:** Tuesday, February 28, 2017 11:30 AM

**End:** Tuesday, February 28, 2017 12:30 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Hansen, Taylor

**Required Attendees:** Ruddock, Neil

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor;  
Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

## Malawer, Hilary

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD

**Start:** Thursday, March 02, 2017 3:30 PM  
**End:** Thursday, March 02, 2017 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Malawer, Hilary  
**Required Attendees:** Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor;  
Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

This meeting will be a follow-up to the preliminary training Erin and I did soon after your arrival, or that I provided to you on an individual basis. We'll discuss the process for and substance of notices in greater depth, and of importance, allow a good amount of time for your questions. I look forward to seeing you.

Hilary

## Hansen, Taylor

---

**Subject:** Senate Hearing (starts @ 2:15)  
**Location:** Dirksen 628

**Start:** Wednesday, March 08, 2017 1:15 PM  
**End:** Wednesday, March 08, 2017 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Hansen, Taylor  
**Required Attendees:** Ward, Jerry

## Malawer, Hilary

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD

**Start:** Thursday, March 02, 2017 3:30 PM  
**End:** Thursday, March 02, 2017 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

This meeting will be a follow-up to the preliminary training Erin and I did soon after your arrival, or that I provided to you on an individual basis. We'll discuss the process for and substance of notices in greater depth, and of importance, allow a good amount of time for your questions. I look forward to seeing you.

Hilary

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** OGC Library Conference Room (6E251)  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica  
**Attachments:** Agenda for Notices Meeting.docx

Please let me know if you have any questions in advance of the meeting, or if you would like to add any items to the agenda. I look forward to seeing you Monday!

Hilary

## **Agenda for Notices Meeting**

**March 3, 2017**

- **Overall goals**
- **Timeline**
- **Considerations**
- **Questions**

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** OGC Library Conference Room (6E251)  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica; Smith, Kathleen  
  
**Attachments:** Agenda for Notices Meeting.docx

Please let me know if you have any questions in advance of the meeting, or if you would like to add any items to the agenda. I look forward to seeing you Monday!

Hilary

## **Agenda for Notices Meeting**

**March 3, 2017**

- **Overall goals**
- **Timeline**
- **Considerations**
- **Questions**

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

**Riemer, Jeffrey (Justin)**

---

**Subject:** Prep for Enforcement Mtg on Monday  
**Location:** Justin's Office  
  
**Start:** Friday, February 24, 2017 11:00 AM  
**End:** Friday, February 24, 2017 11:30 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Riemer, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor; Smith, Kathleen

Figured we could sit down briefly and strategize for Monday's meeting. Feel free to suggest another time if this isn't convenient but note I'll be out starting around noon tomorrow.

**Riemer, Jeffrey (Justin)**

---

**Subject:** Prep for Enforcement Mtg on Monday  
**Location:** Justin's Office  
  
**Start:** Friday, February 24, 2017 11:00 AM  
**End:** Friday, February 24, 2017 11:30 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Riemer, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor; Smith, Kathleen

Figured we could sit down briefly and strategize for Monday's meeting. Feel free to suggest another time if this isn't convenient but note I'll be out starting around noon tomorrow.

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
**End:** Friday, February 24, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
  
**Start:** Friday, February 24, 2017 1:00 PM  
**End:** Friday, February 24, 2017 2:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session  
**Location:** WDCFB6-7C101  
  
**Start:** Thursday, February 23, 2017 10:00 AM  
**End:** Thursday, February 23, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Friendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Friendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**McHugh, Erin**

---

**Subject:** Data Discussion  
**Location:** WDCFB6-7C101  
  
**Start:** Thursday, February 23, 2017 9:30 AM  
**End:** Thursday, February 23, 2017 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** McHugh, Erin  
**Required Attendees:** Hudson, Alexandra; Hansen, Taylor; Solomon, Jan; Juengst, Phillip; Anderson, Judith  
**Optional Attendees:** Bell-Ellwanger, Jenn; Santy, Ross; Ingram, Geyssie  
  
**Attachments:** RE: Data.msg

McHugh, Erin

---

**From:** McHugh, Erin  
**Sent:** Wednesday, February 22, 2017 3:36 PM  
**To:** Solomon, Jan; Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; Juengst, Phillip; Anderson, Judith  
**Subject:** RE: Data

It looks like 9:30-10AM is open tomorrow morning on all of our Outlook calendars. I will schedule that time now for us so that we can get the conversation started and we can identify follow-up items as needed.

Sincerely,  
Erin

---

**From:** Solomon, Jan  
**Sent:** Wednesday, February 22, 2017 3:28 PM  
**To:** Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** RE: Data

Erin and I need to discuss who else should join us, and then see when they are free. We'll get back to you on a time.

---

**From:** Hudson, Alexandra  
**Sent:** Wednesday, February 22, 2017 3:25 PM  
**To:** Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** Re: Data

All of it! I'm sure it will narrow as we learn more about what is collected.

Does tomorrow work to connect?

Alexandra O. Hudson  
Special Assistant to the Secretary  
U.S. Department of Education  
202-213-5242

On Feb 22, 2017, at 8:55 AM, Solomon, Jan <[Jan.Solomon@ed.gov](mailto:Jan.Solomon@ed.gov)> wrote:

Can you say a bit more about what you mean by data? Are you asking about program and agency performance data (since you sent this to Erin and me)?

Or are you casting the net more widely? For example, are you interested in NCES statistical collections, annual grant performance reports, or financial information?

I want to be sure we have the right people in the conversation.

Happy to help. Thanks.

Jan

---

**From:** Hudson, Alexandra  
**Sent:** Tuesday, February 21, 2017 9:41 AM  
**To:** McHugh, Erin; Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor  
**Subject:** Data

Hi Erin and Jan,

I hope you were able to enjoy the lovely weather this past weekend!

My colleague Taylor and I are keen to sit down with you and learn about different data that the Department collects and how its currently used.

Erica indicated that you both might be able to shed some light on this.

Please let me know if you can make time in the next few days to connect.

Many thanks!

Alexandra O. Hudson  
United States Department of Education  
Special Assistant to the Secretary  
202-213-5242

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin)

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin)

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew

**Toner, Jana**

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**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

## Hansen, Taylor

---

**Subject:** Lunch  
**Location:** T.Coast  
  
**Start:** Tuesday, February 28, 2017 11:30 AM  
**End:** Tuesday, February 28, 2017 12:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Ruddock, Neil

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody

## Hansen, Taylor

---

**Subject:** Lunch  
**Location:** T.Coast  
  
**Start:** Tuesday, February 28, 2017 11:30 AM  
**End:** Tuesday, February 28, 2017 12:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Ruddock, Neil

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

## Malawer, Hilary

---

**Subject:** Follow-up meeting on notices  
**Location:** OGC Library Conference Room (6E251)

**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica; Smith, Kathleen

**Attachments:** Agenda for Notices Meeting.docx



Please let me know if you have any questions in advance of the meeting, or if you would like to add any items to the agenda. I look forward to seeing you Monday!

Hilary

## **Agenda for Notices Meeting**

**March 3, 2017**

- **Overall goals**
- **Timeline**
- **Considerations**
- **Questions**

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Thursday, March 02, 2017 3:30 PM  
**End:** Thursday, March 02, 2017 4:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor;  
Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

This meeting will be a follow-up to the preliminary training Erin and I did soon after your arrival, or that I provided to you on an individual basis. We'll discuss the process for and substance of notices in greater depth, and of importance, allow a good amount of time for your questions. I look forward to seeing you.

Hilary

## Malawer, Hilary

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD

**Start:** Thursday, March 02, 2017 3:30 PM  
**End:** Thursday, March 02, 2017 4:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

This meeting will be a follow-up to the preliminary training Erin and I did soon after your arrival, or that I provided to you on an individual basis. We'll discuss the process for and substance of notices in greater depth, and of importance, allow a good amount of time for your questions. I look forward to seeing you.

Hilary

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor;  
Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin)

## Malawer, Hilary

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD

**Start:** Thursday, March 02, 2017 3:30 PM  
**End:** Thursday, March 02, 2017 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

This meeting will be a follow-up to the preliminary training Erin and I did soon after your arrival, or that I provided to you on an individual basis. We'll discuss the process for and substance of notices in greater depth, and of importance, allow a good amount of time for your questions. I look forward to seeing you.

Hilary

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** TBD  
  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor;  
Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

Rescheduling because of conflicts folks have this week. Agenda to follow.

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin

**Malawer, Hilary**

---

**Subject:** Follow-up meeting on notices  
**Location:** OGC Library Conference Room (6E251)  
**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica  
**Attachments:** Agenda for Notices Meeting.docx

Please let me know if you have any questions in advance of the meeting, or if you would like to add any items to the agenda. I look forward to seeing you Monday!

Hilary

## **Agenda for Notices Meeting**

**March 3, 2017**

- **Overall goals**
- **Timeline**
- **Considerations**
- **Questions**

## Malawer, Hilary

---

**Subject:** Follow-up meeting on notices  
**Location:** OGC Library Conference Room (6E251)

**Start:** Monday, March 06, 2017 10:00 AM  
**End:** Monday, March 06, 2017 11:00 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Malawer, Hilary  
**Required Attendees:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Brickman, Michael; McHugh, Erin  
**Optional Attendees:** Ramakis, Jessica

**Attachments:** Agenda for Notices Meeting.docx



Please let me know if you have any questions in advance of the meeting, or if you would like to add any items to the agenda. I look forward to seeing you Monday!

Hilary

## **Agenda for Notices Meeting**

**March 3, 2017**

- **Overall goals**
- **Timeline**
- **Considerations**
- **Questions**

**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
**End:** Friday, February 24, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

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Thank you!

Jason

**Botel, Jason**

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**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
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**Meeting Status:** Accepted  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah

Please let me know if this works for your schedule.

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-----Original Message-----

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Thank you!

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**Botel, Jason**

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**Subject:** Hatch Act Training Session  
**Location:** WDCFB6-7C101  
  
**Start:** Thursday, February 23, 2017 10:00 AM  
**End:** Thursday, February 23, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Botel, Jason  
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**Botel, Jason**

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To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

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**Botel, Jason**

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**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

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Thank you!

Jason

**Ramakris, Jessica**

---

**Subject:** OPEPD discussion of successes

**Location:** WDCFB6-5E335 (Managed)

**Start:** Tuesday, February 14, 2017 11:00 AM

**End:** Tuesday, February 14, 2017 11:30 AM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Ramakris, Jessica

**Required Attendees:** Bell-Ellwanger, Jenn; Brickman, Michael; Lee, Ebony;  
Ruddock, Neil; Hansen, Taylor; Hudson, Alexandra; Navarro,  
Erica

**Ramakris, Jessica**

---

**Subject:** OPEPD discussion of successes

**Location:** WDCFB6-5E335 (Managed)

**Start:** Tuesday, February 14, 2017 11:00 AM

**End:** Tuesday, February 14, 2017 11:30 AM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Tentative

**Organizer:** Ramakris, Jessica

**Required Attendees:** Bell-Ellwanger, Jenn; Brickman, Michael; Lee, Ebony;  
Ruddock, Neil; Hansen, Taylor; Hudson, Alexandra; Navarro,  
Erica

**Toner, Jana**

---

**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura

**Toner, Jana**

---

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**Location:** Secretary's Conference Room  
  
**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Toner, Jana  
**Required Attendees:** Political Appointees\_ED 45  
**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

**Toner, Jana**

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**End:** Monday, March 13, 2017 5:00 PM  
  
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**Toner, Jana**

---

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**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody

**Toner, Jana**

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**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin

**Toner, Jana**

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**Toner, Jana**

---

**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Friendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Friendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

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Thank you!

Jason

**Botel, Jason**

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**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
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**Meeting Status:** Not yet responded  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

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**Botel, Jason**

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**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
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**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella  
**Optional Attendees:** Cox-Roush, Deborah

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**Toner, Jana**

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**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Show Time As:** Tentative

**Recurrence:** (none)

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**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Frendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy

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McHugh, Erin

---

**Subject:** Data Discussion  
**Location:** WDCFB6-7C101

**Start:** Thursday, February 23, 2017 9:30 AM  
**End:** Thursday, February 23, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** McHugh, Erin  
**Required Attendees:** Hudson, Alexandra; Hansen, Taylor; Solomon, Jan; Juengst, Phillip; Anderson, Judith

**Attachments:** RE: Data.msg

**McHugh, Erin**

---

**From:** McHugh, Erin  
**Sent:** Wednesday, February 22, 2017 3:36 PM  
**To:** Solomon, Jan; Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; Juengst, Phillip; Anderson, Judith  
**Subject:** RE: Data

It looks like 9:30-10AM is open tomorrow morning on all of our Outlook calendars. I will schedule that time now for us so that we can get the conversation started and we can identify follow-up items as needed.

Sincerely,  
Erin

---

**From:** Solomon, Jan  
**Sent:** Wednesday, February 22, 2017 3:28 PM  
**To:** Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** RE: Data

Erin and I need to discuss who else should join us, and then see when they are free. We'll get back to you on a time.

---

**From:** Hudson, Alexandra  
**Sent:** Wednesday, February 22, 2017 3:25 PM  
**To:** Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** Re: Data

All of it! I'm sure it will narrow as we learn more about what is collected.

Does tomorrow work to connect?

Alexandra O. Hudson  
Special Assistant to the Secretary  
U.S. Department of Education  
202-213-5242

On Feb 22, 2017, at 8:55 AM, Solomon, Jan <[Jan.Solomon@ed.gov](mailto:Jan.Solomon@ed.gov)> wrote:

Can you say a bit more about what you mean by data? Are you asking about program and agency performance data (since you sent this to Erin and me)?

Or are you casting the net more widely? For example, are you interested in NCES statistical collections, annual grant performance reports, or financial information?

I want to be sure we have the right people in the conversation.

Happy to help. Thanks.

Jan

---

**From:** Hudson, Alexandra  
**Sent:** Tuesday, February 21, 2017 9:41 AM  
**To:** McHugh, Erin; Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor  
**Subject:** Data

Hi Erin and Jan,

I hope you were able to enjoy the lovely weather this past weekend!

My colleague Taylor and I are keen to sit down with you and learn about different data that the Department collects and how its currently used.

Erica indicated that you both might be able to shed some light on this.

Please let me know if you can make time in the next few days to connect.

Many thanks!

Alexandra O. Hudson  
United States Department of Education  
Special Assistant to the Secretary  
202-213-5242

**McHugh, Erin**

---

**Subject:** Data Discussion  
**Location:** WDCFB6-7C101

**Start:** Thursday, February 23, 2017 9:30 AM  
**End:** Thursday, February 23, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** McHugh, Erin  
**Required Attendees:** Hudson, Alexandra; Hansen, Taylor; Solomon, Jan; Juengst, Phillip; Anderson, Judith  
**Optional Attendees:** Bell-Ellwanger, Jenn

**Attachments:** RE: Data.msg

McHugh, Erin

---

**From:** McHugh, Erin  
**Sent:** Wednesday, February 22, 2017 3:36 PM  
**To:** Solomon, Jan; Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; Juengst, Phillip; Anderson, Judith  
**Subject:** RE: Data

It looks like 9:30-10AM is open tomorrow morning on all of our Outlook calendars. I will schedule that time now for us so that we can get the conversation started and we can identify follow-up items as needed.

Sincerely,  
Erin

---

**From:** Solomon, Jan  
**Sent:** Wednesday, February 22, 2017 3:28 PM  
**To:** Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** RE: Data

Erin and I need to discuss who else should join us, and then see when they are free. We'll get back to you on a time.

---

**From:** Hudson, Alexandra  
**Sent:** Wednesday, February 22, 2017 3:25 PM  
**To:** Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** Re: Data

All of it! I'm sure it will narrow as we learn more about what is collected.

Does tomorrow work to connect?

Alexandra O. Hudson  
Special Assistant to the Secretary  
U.S. Department of Education  
202-213-5242

On Feb 22, 2017, at 8:55 AM, Solomon, Jan <[Jan.Solomon@ed.gov](mailto:Jan.Solomon@ed.gov)> wrote:

Can you say a bit more about what you mean by data? Are you asking about program and agency performance data (since you sent this to Erin and me)?

Or are you casting the net more widely? For example, are you interested in NCES statistical collections, annual grant performance reports, or financial information?

I want to be sure we have the right people in the conversation.

Happy to help. Thanks.

Jan

---

**From:** Hudson, Alexandra  
**Sent:** Tuesday, February 21, 2017 9:41 AM  
**To:** McHugh, Erin; Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor  
**Subject:** Data

Hi Erin and Jan,

I hope you were able to enjoy the lovely weather this past weekend!

My colleague Taylor and I are keen to sit down with you and learn about different data that the Department collects and how its currently used.

Erica indicated that you both might be able to shed some light on this.

Please let me know if you can make time in the next few days to connect.

Many thanks!

Alexandra O. Hudson  
United States Department of Education  
Special Assistant to the Secretary  
202-213-5242

**Riemer, Jeffrey (Justin)**

---

**Subject:** FSA Debrief  
**Location:** Jim's Office  
  
**Start:** Wednesday, February 22, 2017 3:30 PM  
**End:** Wednesday, February 22, 2017 4:15 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Riemer, Jeffrey (Justin)  
**Required Attendees:** Manning, James; Smith, Kathleen; Hansen, Taylor

**Riemer, Jeffrey (Justin)**

---

**Subject:** FSA Debrief  
**Location:** Jim's Office  
  
**Start:** Wednesday, February 22, 2017 3:30 PM  
**End:** Wednesday, February 22, 2017 4:15 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Riemer, Jeffrey (Justin)  
**Required Attendees:** Manning, James; Smith, Kathleen; Hansen, Taylor

**McHugh, Erin**

---

**Subject:** Data Discussion  
**Location:** WDCFB6-7C101

**Start:** Thursday, February 23, 2017 9:30 AM  
**End:** Thursday, February 23, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** McHugh, Erin  
**Required Attendees:** Hudson, Alexandra; Hansen, Taylor; Solomon, Jan; Juengst, Phillip; Anderson, Judith  
**Optional Attendees:** Bell-Ellwanger, Jenn; Santy, Ross

**Attachments:** RE: Data.msg

McHugh, Erin

---

**From:** McHugh, Erin  
**Sent:** Wednesday, February 22, 2017 3:36 PM  
**To:** Solomon, Jan; Hudson, Alexandra  
**Cc:** Navarro, Erica; Hansen, Taylor; Juengst, Phillip; Anderson, Judith  
**Subject:** RE: Data

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**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** RE: Data

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**Sent:** Wednesday, February 22, 2017 3:25 PM  
**To:** Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor; McHugh, Erin  
**Subject:** Re: Data

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Happy to help. Thanks.

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**Sent:** Tuesday, February 21, 2017 9:41 AM  
**To:** McHugh, Erin; Solomon, Jan  
**Cc:** Navarro, Erica; Hansen, Taylor  
**Subject:** Data

Hi Erin and Jan,

I hope you were able to enjoy the lovely weather this past weekend!

My colleague Taylor and I are keen to sit down with you and learn about different data that the Department collects and how its currently used.

Erica indicated that you both might be able to shed some light on this.

Please let me know if you can make time in the next few days to connect.

Many thanks!

Alexandra O. Hudson  
United States Department of Education  
Special Assistant to the Secretary  
202-213-5242

**DeVos, Betsy**

---

**Subject:** APLU Briefing  
**Location:** Office of the Secretary  
  
**Start:** Wednesday, February 22, 2017 5:00 PM  
**End:** Wednesday, February 22, 2017 5:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** DeVos, Betsy  
**Required Attendees:** Manning, James; Hansen, Taylor

**Holland, Linda**

---

**Subject:** Enforcement Operations  
**Location:** UCP-COO's CR#112F3  
  
**Start:** Monday, February 27, 2017 9:30 AM  
**End:** Monday, February 27, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Holland, Linda  
**Required Attendees:** Kaye, Robert; Kim, Laura; Hansen, Taylor; Riemer, Jeffrey (Justin); Smith, Kathleen; LaVia, Mark; Curran, Frank D.  
**Optional Attendees:** McGinnis, Colleen

**Holland, Linda**

---

**Subject:** Enforcement Operations  
**Location:** UCP-COO's CR#112F3  
  
**Start:** Monday, February 27, 2017 9:30 AM  
**End:** Monday, February 27, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Holland, Linda  
**Required Attendees:** Kaye, Robert; Kim, Laura; Hansen, Taylor; Riemer, Jeffrey (Justin); Smith, Kathleen; LaVia, Mark; Curran, Frank D.  
**Optional Attendees:** McGinnis, Colleen

**Holland, Linda**

---

**Subject:** Enforcement Operations  
**Location:** UCP-COO's CR#112F3  
  
**Start:** Monday, February 27, 2017 9:30 AM  
**End:** Monday, February 27, 2017 11:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Holland, Linda  
**Required Attendees:** Kaye, Robert; Kim, Laura; Hansen, Taylor; Riemer, Jeffrey (Justin); Smith, Kathleen  
**Optional Attendees:** McGinnis, Colleen

**Holland, Linda**

---

**Subject:** Experimental Sites

**Location:** COO's CR#112F3

**Start:** Monday, February 27, 2017 11:00 AM

**End:** Monday, February 27, 2017 12:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Holland, Linda

**Required Attendees:** Baker, Jeff; Munier, Craig; Smith, Kathleen; Hansen, Taylor;  
Riemer, Jeffrey (Justin)

**Hansen, Taylor**

---

**Subject:** APLU meeting

**Start:** Thursday, February 23, 2017 2:00 PM

**End:** Thursday, February 23, 2017 3:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Meeting with Dr. Coan

**Start:** Friday, February 24, 2017 10:00 AM

**End:** Friday, February 24, 2017 11:00 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Hansen, Taylor**

---

**Subject:** Meeting with asdf

**Start:** Friday, February 24, 2017 10:00 AM

**End:** Friday, February 24, 2017 11:00 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Meeting with asdf

**Start:** Friday, February 24, 2017 10:00 AM

**End:** Friday, February 24, 2017 10:30 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Holland, Linda**

---

**Subject:** Meeting  
**Location:** UCP - Jeff's Office #113C1  
  
**Start:** Wednesday, February 22, 2017 11:30 AM  
**End:** Wednesday, February 22, 2017 12:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Holland, Linda  
**Required Attendees:** Baker, Jeff; Hansen, Taylor; Riemer, Jeffrey (Justin)  
**Optional Attendees:** Smith, Kathleen

**Holland, Linda**

---

**Subject:** Meeting  
**Location:** UCP - Jeff's Office #113C1  
  
**Start:** Wednesday, February 22, 2017 11:30 AM  
**End:** Wednesday, February 22, 2017 12:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Holland, Linda  
**Required Attendees:** Baker, Jeff; Hansen, Taylor; Riemer, Jeffrey (Justin)

**Holland, Linda**

---

**Subject:** Meeting  
**Location:** UCP - Jeff's Office #113C1  
  
**Start:** Wednesday, February 22, 2017 11:30 AM  
**End:** Wednesday, February 22, 2017 12:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Holland, Linda  
**Required Attendees:** Baker, Jeff; Hansen, Taylor; Riemer, Jeffrey (Justin)

**Runcie, James**

---

**Subject:** Meeting  
**Location:** UCP - CR#112F3  
  
**Start:** Wednesday, February 22, 2017 10:00 AM  
**End:** Wednesday, February 22, 2017 11:30 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Runcie, James  
**Required Attendees:** Hansen, Taylor; Riemer, Jeffrey (Justin)  
**Optional Attendees:** Smith, Kathleen

**Runcie, James**

---

**Subject:** Meeting  
**Location:** UCP - CR#112F3  
  
**Start:** Wednesday, February 22, 2017 10:00 AM  
**End:** Wednesday, February 22, 2017 11:30 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Runcie, James  
**Required Attendees:** Hansen, Taylor; Riemer, Jeffrey (Justin)

**Runcie, James**

---

**Subject:** Meeting  
**Location:** UCP - CR#112F3  
  
**Start:** Wednesday, February 22, 2017 10:00 AM  
**End:** Wednesday, February 22, 2017 11:30 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Runcie, James  
**Required Attendees:** Hansen, Taylor; Riemer, Jeffrey (Justin)

**Runcie, James**

---

**Subject:** Meeting  
**Location:** UCP - CR#112F3  
  
**Start:** Wednesday, February 22, 2017 9:00 AM  
**End:** Wednesday, February 22, 2017 10:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Runcie, James  
**Required Attendees:** Hansen, Taylor; Minor, Robin; Riemer, Jeffrey (Justin)  
**Optional Attendees:** Smith, Kathleen

**Runcie, James**

---

**Subject:** Meeting  
**Location:** UCP - CR#112F3  
  
**Start:** Wednesday, February 22, 2017 9:00 AM  
**End:** Wednesday, February 22, 2017 10:00 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Runcie, James  
**Required Attendees:** Hansen, Taylor; Minor, Robin; Riemer, Jeffrey (Justin)

**Runcie, James**

---

**Subject:** Meeting  
**Location:** UCP - CR#112F3  
  
**Start:** Wednesday, February 22, 2017 9:00 AM  
**End:** Wednesday, February 22, 2017 10:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Runcie, James  
**Required Attendees:** Hansen, Taylor; Minor, Robin; Riemer, Jeffrey (Justin)

**Rierner, Jeffrey (Justin)**

---

**Subject:** FSA Mtg Prep  
**Location:** Justin's Office  
  
**Start:** Tuesday, February 21, 2017 4:00 PM  
**End:** Tuesday, February 21, 2017 4:45 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Rierner, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor

**Rierner, Jeffrey (Justin)**

---

**Subject:** FSA Mtg Prep  
**Location:** Justin's Office

**Start:** Tuesday, February 21, 2017 4:30 PM  
**End:** Tuesday, February 21, 2017 5:15 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Rierner, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor  
**Optional Attendees:** Smith, Kathleen

**Rierner, Jeffrey (Justin)**

---

**Subject:** FSA Mtg Prep  
**Location:** Justin's Office

**Start:** Tuesday, February 21, 2017 4:30 PM  
**End:** Tuesday, February 21, 2017 5:15 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Rierner, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor

**Rierner, Jeffrey (Justin)**

---

**Subject:** FSA Mtg Prep  
**Location:** Justin's Office

**Start:** Tuesday, February 21, 2017 4:30 PM  
**End:** Tuesday, February 21, 2017 5:15 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Rierner, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor

**Riemer, Jeffrey (Justin)**

---

**Subject:** FSA Mtg Prep  
**Location:** Justin's Office  
  
**Start:** Tuesday, February 21, 2017 4:00 PM  
**End:** Tuesday, February 21, 2017 4:45 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Riemer, Jeffrey (Justin)  
**Required Attendees:** Hansen, Taylor

Leu, Sharon

---

**Subject:** RE: OET conversation  
**Location:** OET IHUB - 6W220

**Start:** Tuesday, February 21, 2017 2:00 PM  
**End:** Tuesday, February 21, 2017 2:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Leu, Sharon  
**Required Attendees:** Hudson, Alexandra; Trettin, Sara; Hansen, Taylor; Soo, David

d\plainLooking forward to meeting you guys this afternoon!

d\plain

d\plainsharon

d\plain

d\plain

d\plain

d\plain

d\plain

d\plainExcellent. 2pm works well. Please send an invite. See you then.

d\plain

d\plainMy colleague Taylor will join us as he is able.

d\plain

d\plainThank you!

d\plain

---

**d\plainFrom:** Leu, Sharon  
**Sent:** Tuesday, February 21, 2017 10:34 AM  
**To:** Hudson, Alexandra; Trettin, Sara  
**Cc:** Hansen, Taylor; Soo, David  
**Subject:** Re: OET conversation

d\plain

d\plainHi Lexi,

d\plain

d\plainDoes 2 to 2:30 work? If so, we would love for you to come down to meet with us in 6W200.

d\plain

d\plainsharon

d\plain

---

**d\plainFrom:** "Hudson, Alexandra" <[Alexandra.Hudson@ed.gov](mailto:Alexandra.Hudson@ed.gov)>  
**Date:** Tuesday, February 21, 2017 at 9:55 AM  
**To:** "Trettin, Sara" <[Sara.Trettin@ed.gov](mailto:Sara.Trettin@ed.gov)>  
**Cc:** "Hansen, Taylor" <[Taylor.Hansen@ed.gov](mailto:Taylor.Hansen@ed.gov)>, Sharon Leu <[sharon.leu@ed.gov](mailto:sharon.leu@ed.gov)>, "Soo, David" <[David.Soo@ed.gov](mailto:David.Soo@ed.gov)>  
**Subject:** RE: OET conversation

d\plain

d\plainI'm flexible this afternoon, apart from 3-3:30, if some of you can meet before or after that.

d\plain

d\plainThanks.

d\plain

---

**d\plainFrom:** Trettin, Sara  
**Sent:** Tuesday, February 21, 2017 9:52 AM  
**To:** Hudson, Alexandra  
**Cc:** Hansen, Taylor; Conaty, Joe; Leu, Sharon; Soo, David  
**Subject:** Re: OET conversation

d\plain

d\plainHi Alexandra,

d\plain

d\plainIt would be great to connect and share the work of our office. I'll check calendars and propose a time for us to meet this week.

d\plain

d\plainSara

d\plain

---

**d\plainFrom:** , Alexandra <[Alexandra.Hudson@ed.gov](mailto:Alexandra.Hudson@ed.gov)>  
**Date:** Tuesday, February 21, 2017 at 9:48 AM  
**To:** "Conaty, Joe" <[Joseph.Conaty@ed.gov](mailto:Joseph.Conaty@ed.gov)>, Sara Suiter Trettin <[sara.trettin@ed.gov](mailto:sara.trettin@ed.gov)>, "Leu, Sharon" <[Sharon.Leu@ed.gov](mailto:Sharon.Leu@ed.gov)>  
**Cc:** "Hansen, Taylor" <[Taylor.Hansen@ed.gov](mailto:Taylor.Hansen@ed.gov)>  
**Subject:** RE: OET conversation

d\plain

d\plainJoe, thank you for the introduction.

d\plain

d\plainIt's a pleasure to connect, Sara and Sharon.

d\plain

d\plainPlease let me know if you can make the time to meet in the next few days.

d\plain

d\plainThanks.

d\plain

---

**d\plainFrom:** Conaty, Joe

**Sent:** Tuesday, February 21, 2017 9:48 AM

**To:** Trettin, Sara; Leu, Sharon; Hudson, Alexandra

**Subject:** FW: OET conversation

d\plain

d\plainSara and Sharon,

d\plainLexi Hudson has been visiting with the various offices to learn about their work.

d\plainShe asked for the names of OET staff with whom she could me.

d\plainI will leave it up to you to arrange a time that is convenient for you all.

d\plainI do not need to be included.

d\plain...Joe...

d\plain

---

**d\plainFrom:** Hudson, Alexandra  
**Sent:** Tuesday, February 21, 2017 9:04 AM  
**To:** Conaty, Joe  
**Subject:** OET conversation

d\plain

d\plainJoe,

d\plain

d\plainPlease bring whoever you think appropriate to the meeting. Who are the other key individuals at OET I should be sure to connect with?

d\plain

d\plainThank you.

Alexandra O. Hudson

d\plainSpecial Assistant to the Secretary

d\plainU.S. Department of Education

d\plain202-213-5242

d\plain On Feb 2, 2017, at 7:46 AM, Conaty, Joe <[Joseph.Conaty@ed.gov](mailto:Joseph.Conaty@ed.gov)> wrote:

d\sb240\plainHello,

d\plainI am out of the office the morning of Thursday, February 2nd.

d\plainI will have no access to email during this time.

d\plain

d\plainIf you need immediate assistance, please contact [Erin.McHugh@ed.gov](mailto:Erin.McHugh@ed.gov)

d\plainThanks

d\plain...Joe...

Leu, Sharon

---

**Subject:** RE: OET conversation  
**Location:** OET IHUB - 6W220

**Start:** Tuesday, February 21, 2017 2:00 PM  
**End:** Tuesday, February 21, 2017 2:30 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Leu, Sharon  
**Required Attendees:** Hudson, Alexandra; Trettin, Sara; Hansen, Taylor; Soo, David

d\plain Looking forward to meeting you guys this afternoon!

d\plain

d\plainsharon

d\plain

d\plain

d\plain

d\plain

d\plain

d\plainExcellent. 2pm works well. Please send an invite. See you then.

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d\plainMy colleague Taylor will join us as he is able.

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d\plainThank you!

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**d\plainFrom:** Leu, Sharon  
**Sent:** Tuesday, February 21, 2017 10:34 AM  
**To:** Hudson, Alexandra; Trettin, Sara  
**Cc:** Hansen, Taylor; Soo, David  
**Subject:** Re: OET conversation

d\plain

d\plainHi Lexi,

d\plain

d\plainDoes 2 to 2:30 work? If so, we would love for you to come down to meet with us in 6W200.

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d\plainsharon

d\plain

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**d\plainFrom:** "Hudson, Alexandra" <[Alexandra.Hudson@ed.gov](mailto:Alexandra.Hudson@ed.gov)>  
**Date:** Tuesday, February 21, 2017 at 9:55 AM  
**To:** "Trettin, Sara" <[Sara.Trettin@ed.gov](mailto:Sara.Trettin@ed.gov)>  
**Cc:** "Hansen, Taylor" <[Taylor.Hansen@ed.gov](mailto:Taylor.Hansen@ed.gov)>, Sharon Leu <[sharon.leu@ed.gov](mailto:sharon.leu@ed.gov)>, "Soo, David" <[David.Soo@ed.gov](mailto:David.Soo@ed.gov)>  
**Subject:** RE: OET conversation

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d\plainI'm flexible this afternoon, apart from 3-3:30, if some of you can meet before or after that.

d\plain

d\plainThanks.

d\plain

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**d\plainFrom:** Trettin, Sara  
**Sent:** Tuesday, February 21, 2017 9:52 AM  
**To:** Hudson, Alexandra  
**Cc:** Hansen, Taylor; Conaty, Joe; Leu, Sharon; Soo, David  
**Subject:** Re: OET conversation

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d\plainHi Alexandra,

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d\plainIt would be great to connect and share the work of our office. I'll check calendars and propose a time for us to meet this week.

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d\plainSara

d\plain

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**d\plainFrom:** , Alexandra <[Alexandra.Hudson@ed.gov](mailto:Alexandra.Hudson@ed.gov)>  
**Date:** Tuesday, February 21, 2017 at 9:48 AM  
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**Cc:** "Hansen, Taylor" <[Taylor.Hansen@ed.gov](mailto:Taylor.Hansen@ed.gov)>  
**Subject:** RE: OET conversation

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d\plainJoe, thank you for the introduction.

d\plain

d\plainIt's a pleasure to connect, Sara and Sharon.

d\plain

d\plainPlease let me know if you can make the time to meet in the next few days.

d\plain

d\plainThanks.

d\plain

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**d\plainFrom:** Conaty, Joe  
**Sent:** Tuesday, February 21, 2017 9:48 AM  
**To:** Trettin, Sara; Leu, Sharon; Hudson, Alexandra  
**Subject:** FW: OET conversation

d\plain

d\plainSara and Sharon,

d\plainLexi Hudson has been visiting with the various offices to learn about their work.

d\plainShe asked for the names of OET staff with whom she could me.

d\plainI will leave it up to you to arrange a time that is convenient for you all.

d\plainI do not need to be included.

d\plain...Joe...

d\plain

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**d\plainFrom:** Hudson, Alexandra  
**Sent:** Tuesday, February 21, 2017 9:04 AM  
**To:** Conaty, Joe  
**Subject:** OET conversation

d\plain

d\plainJoe,

d\plain

d\plainPlease bring whoever you think appropriate to the meeting. Who are the other key individuals at OET I should be sure to connect with?

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d\plainThank you.

Alexandra O. Hudson

d\plainSpecial Assistant to the Secretary

d\plainU.S. Department of Education

d\plain202-213-5242

d\plain On Feb 2, 2017, at 7:46 AM, Conaty, Joe <[Joseph.Conaty@ed.gov](mailto:Joseph.Conaty@ed.gov)> wrote:

d\sb240\plainHello,

d\plainI am out of the office the morning of Thursday, February 2nd.

d\plainI will have no access to email during this time.

d\plain

d\plainIf you need immediate assistance, please contact [Erin.McHugh@ed.gov](mailto:Erin.McHugh@ed.gov)

d\plainThanks

d\plain...Joe...

**Conaty, Joe**

---

**Subject:** Catch UP on OET  
**Location:** 7W204 (Joe's office)  
  
**Start:** Wednesday, February 22, 2017 10:30 AM  
**End:** Wednesday, February 22, 2017 11:00 AM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Conaty, Joe  
**Required Attendees:** Hudson, Alexandra; Hansen, Taylor

Taylor & Lexi,  
Do you want some of the key OET people to participate in this meeting?

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
**End:** Friday, February 24, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session  
**Location:** WDCFB6-7C101  
**Start:** Thursday, February 23, 2017 10:00 AM  
**End:** Thursday, February 23, 2017 11:00 AM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

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If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
**End:** Friday, February 24, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

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If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

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If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled  
**Location:** WDCFB6-7C101  
**Start:** Friday, February 24, 2017 1:00 PM  
**End:** Friday, February 24, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Not yet responded  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

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Subject: Hatch Act training

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If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Botel, Jason**

---

**Subject:** Hatch Act Training Session - Rescheduled II  
**Location:** WDCFB6-7C101  
**Start:** Monday, February 27, 2017 1:00 PM  
**End:** Monday, February 27, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Botel, Jason  
**Required Attendees:** Bailey, Nathan; Ferguson, Gillum; Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry; Toner, Jana; Goodridge, Marcella; Cox-Roush, Deborah; Smith, Kathleen

Please let me know if this works for your schedule.

Background

-----Original Message-----

From: Botel, Jason

Sent: Thursday, February 16, 2017 8:30 AM

To: Bailey, Nathan; Ferguson, Gillum ([Gillum.Ferguson@ed.gov](mailto:Gillum.Ferguson@ed.gov)); Frendewey, Matthew; Hansen, Taylor; Oberlies, Michael; Ruddock, Neil; Ward, Jerry

Cc: Carter, Denise; Toner, Jana; Goodridge, Marcella

Subject: Hatch Act training

Hi Nate, Gillum, Matt, Taylor, Michael, Neil, and Jerry,

Our records show that you were not in attendance for the Hatch Act training on 2/14 at 1pm. I know that you all have been extremely busy and very likely had conflicts you could not resolve. We are going to schedule a make-up session.

If our records are incorrect and you WERE in attendance on 2/14 at 1, please let me know.

If our records are correct and you were NOT in attendance on 2/14 at 1, please attend the makeup session and make sure you sign in so our records are accurate.

Thank you!

Jason

**Hansen, Taylor**

---

**Subject:** Meet with B.S.

**Start:** Tuesday, February 14, 2017 10:30 AM

**End:** Tuesday, February 14, 2017 11:00 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Ramakris, Jessica**

---

**Subject:** OPEPD discussion of successes

**Location:** WDCFB6-5E335 (Managed)

**Start:** Tuesday, February 14, 2017 11:00 AM

**End:** Tuesday, February 14, 2017 11:30 AM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Ramakris, Jessica

**Required Attendees:** Bell-Ellwanger, Jenn; Brickman, Michael; Lee, Ebony;  
Ruddock, Neil; Hansen, Taylor; Hudson, Alexandra; Navarro,  
Erica

**Chester, LaVerne**

---

**Subject:** WebTA Tutorial  
**Location:** 7C107  
  
**Start:** Tuesday, February 14, 2017 2:30 PM  
**End:** Tuesday, February 14, 2017 3:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Chester, LaVerne  
**Required Attendees:** Hansen, Taylor; Kirby, Erika

### **Welcome to the Office of the Secretary**

Good morning Taylor – We would like to meet with you on Tuesday at 2:30 pm for a 30 minute deskside tutorial on WebTA.

WebTA is the Department's electronic time and attendance system and is used to record your duty hours and process your leave requests, and ultimately ensures that you get paid. Duty hours are based on a 8.5 hour work day and each pay period captures a two week timeframe. The current pay period began on February 6th, and ends February 18th.

This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

**Chester, LaVerne**

---

**Subject:** WebTA Tutorial  
**Location:** 7C107  
  
**Start:** Tuesday, February 14, 2017 2:30 PM  
**End:** Tuesday, February 14, 2017 3:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Chester, LaVerne  
**Required Attendees:** Hansen, Taylor; Kirby, Erika

### **Welcome to the Office of the Secretary**

Good morning Taylor – We would like to meet with you on Tuesday at 2:30 pm for a 30 minute deskside tutorial on WebTA.

WebTA is the Department's electronic time and attendance system and is used to record your duty hours and process your leave requests, and ultimately ensures that you get paid. Duty hours are based on a 8.5 hour work day and each pay period captures a two week timeframe. The current pay period began on February 6th, and ends February 18th.

This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

**Chester, LaVerne**

---

**Subject:** WebTA Tutorial  
**Location:** 7C107  
  
**Start:** Tuesday, February 14, 2017 2:30 PM  
**End:** Tuesday, February 14, 2017 3:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Chester, LaVerne  
**Required Attendees:** Hansen, Taylor; Kirby, Erika

### **Welcome to the Office of the Secretary**

Good morning Taylor – We would like to meet with you on Tuesday at 2:30 pm for a 30 minute deskside tutorial on WebTA.

WebTA is the Department's electronic time and attendance system and is used to record your duty hours and process your leave requests, and ultimately ensures that you get paid. Duty hours are based on a 8.5 hour work day and each pay period captures a two week timeframe. The current pay period began on February 6th, and ends February 18th.

This meeting was based on your availability in Outlook Calendar. Feel free to propose another time if this time is not convenient for you.

Thanks

LaVerne Chester

Executive Management Staff

**Jones, Sharon**

---

**Subject:** Introduction/Taylor Hansen  
**Location:** Call or Lynn's Office 7E303  
  
**Start:** Monday, February 13, 2017 3:00 PM  
**End:** Monday, February 13, 2017 3:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Jones, Sharon  
**Required Attendees:** Mahaffie, Lynn; Hansen, Taylor

Changing the time.

Sharon

Lynn's number 202-453-7862. Thanks.

Sharon

**Jones, Sharon**

---

**Subject:** Introduction/Taylor Hansen  
**Location:** Call or Lynn's Office 7E303  
  
**Start:** Monday, February 13, 2017 2:00 PM  
**End:** Monday, February 13, 2017 2:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Jones, Sharon  
**Required Attendees:** Mahaffie, Lynn; Hansen, Taylor

Lynn's number 202-453-7862. Thanks.

Sharon

**Jones, Sharon**

---

**Subject:** Introduction/Taylor Hansen  
**Location:** Call or Lynn's Office 7E303  
  
**Start:** Monday, February 13, 2017 2:00 PM  
**End:** Monday, February 13, 2017 2:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Jones, Sharon  
**Required Attendees:** Mahaffie, Lynn; Hansen, Taylor

Lynn's number 202-453-7862. Thanks.

Sharon

**Jones, Sharon**

---

**Subject:** Introduction/Taylor Hansen  
**Location:** Call or Lynn's Office 7E303  
  
**Start:** Monday, February 13, 2017 3:00 PM  
**End:** Monday, February 13, 2017 3:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Jones, Sharon  
**Required Attendees:** Mahaffie, Lynn; Hansen, Taylor

Changing the time.

Sharon

Lynn's number 202-453-7862. Thanks.

Sharon

**Hansen, Taylor**

---

**Subject:** Taylor Returns from AZ @4pm

**Start:** Monday, February 20, 2017 8:30 AM

**End:** Monday, February 20, 2017 9:00 AM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Kim Ford - OCTAE

**Start:** Friday, February 10, 2017 12:30 PM

**End:** Friday, February 10, 2017 1:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

**Hansen, Taylor**

---

**Subject:** Kim Ford - OCTAE  
**Location:** 7C101  
  
**Start:** Friday, February 10, 2017 12:15 PM  
**End:** Friday, February 10, 2017 1:00 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Ford, Kim R.

Kim –

Let's plan on using the conference room right by the elevators on the 7<sup>th</sup> floor 7C101, if it is being used we should be able to find another room to chat in.

Also, I imagine it will take at least a few conversations to really understand OCTAE and all of its functions. So I think I would like to eventually sit down to discuss each of the three areas of work separately – since I have a background in higher education policy I'd like to focus on community colleges today.

Thanks!  
TJH

## Hansen, Taylor

---

**Subject:** FSA Meeting  
**Location:** UCP - 830 First Street, NE -- 11th Floor Room 112F3  
**Start:** Tuesday, February 14, 2017 1:00 PM  
**End:** Tuesday, February 14, 2017 2:00 PM  
**Recurrence:** (none)  
**Meeting Status:** No response required  
**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** FSA Meeting

**Start:** Tuesday, February 14, 2017 1:00 PM

**End:** Tuesday, February 14, 2017 2:00 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** FSA Meeting

**Start:** Tuesday, February 14, 2017 1:00 PM

**End:** Tuesday, February 14, 2017 1:30 PM

**Recurrence:** (none)

**Meeting Status:** No response required

**Organizer:** Hansen, Taylor

## Hansen, Taylor

---

**Subject:** Reminder: Taylor out of office  
**Location:** Personal Cell: 703.303.4865 -- Office Cell: 202.577.2526  
**Start:** Friday, February 17, 2017 8:00 AM  
**End:** Friday, February 17, 2017 8:30 AM  
**Recurrence:** (none)  
**Meeting Status:** Meeting organizer  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Lee, Ebony

**Hansen, Taylor**

---

**Subject:** Reminder: Taylor out of office.  
**Location:** Personal Cell: 703.303.4865 Office Cell: 202.577.2526  
  
**Start:** Thursday, February 16, 2017 8:00 AM  
**End:** Thursday, February 16, 2017 8:30 AM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Meeting organizer  
  
**Organizer:** Hansen, Taylor  
**Required Attendees:** Lee, Ebony

**Ryder, Ruth**

---

**Subject:** FW: Discuss OSERS Policy Portfolio

**Location:** WDCFB6-4E100

**Start:** Thursday, February 09, 2017 2:30 PM

**End:** Thursday, February 09, 2017 3:30 PM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Ryder, Ruth

**Required Attendees:** Hudson, Alexandra; Lee, Ebony; Brickman, Michael

**Optional Attendees:** Hansen, Taylor

---

From: Ryder, Ruth

Sent: Tuesday, February 7, 2017 9:13:15 PM UTC

To: Ryder, Ruth; Hudson, Alexandra; Lee, Ebony; Brickman, Michael

Subject: Discuss OSERS Policy Portfolio

When: Thursday, February 9, 2017 7:30 PM-8:30 PM.

Where: WDCFB6-4E100

As requested. Please contact Charlotte Stein with scheduling questions/concerns.

**Ryder, Ruth**

---

**Subject:** FW: Discuss OSERS Policy Portfolio  
**Location:** WDCFB6-4E100

**Start:** Thursday, February 09, 2017 2:30 PM  
**End:** Thursday, February 09, 2017 3:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Ryder, Ruth  
**Required Attendees:** Hudson, Alexandra; Lee, Ebony; Brickman, Michael  
**Optional Attendees:** Hansen, Taylor

---

From: Ryder, Ruth  
Sent: Tuesday, February 7, 2017 9:13:15 PM UTC  
To: Ryder, Ruth; Hudson, Alexandra; Lee, Ebony; Brickman, Michael  
Subject: Discuss OSERS Policy Portfolio  
When: Thursday, February 9, 2017 7:30 PM-8:30 PM.  
Where: WDCFB6-4E100

As requested. Please contact Charlotte Stein with scheduling questions/concerns.

## Hansen, Taylor

---

**Subject:** Taylor & Hillary NIA chat

**Start:** Monday, February 13, 2017 4:00 PM

**End:** Monday, February 13, 2017 4:30 PM

**Recurrence:** (none)

**Meeting Status:** Meeting organizer

**Organizer:** Hansen, Taylor

**Required Attendees:** Malawer, Hilary

Lee, Ebony

---

**Subject:** FW: Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Optional Attendees:** Hansen, Taylor

-----Original Appointment-----

**From:** Lee, Ebony  
**Sent:** Monday, February 06, 2017 1:56 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Subject:** Policy Team Standing Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 2/6/2017 from 3:00 PM to 3:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:54 AM  
**To:** Lee, Ebony; Hansen, Taylor; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil

-----Original Appointment-----

**From:** Lee, Ebony  
**Sent:** Monday, February 06, 2017 1:56 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting  
**When:** Thursday, February 09, 2017 4:00 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

Changing the time on Thursday to accommodate the OSERS meeting.

---

Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

---

Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

I have a conflict until 3:15 so moving our meeting to 3:30

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

\_\_\_\_\_  
Updating the series to reflect the conference room location.

\_\_\_\_\_  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Hansen, Taylor; Ruddock, Neil

Need to push our meeting up by an hour today.

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving to 4:00pm. I have a meeting conflict.

-----  
Adding Kathleen

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**From:**

**Sent:** Tuesday, December 12, 2017 9:55 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving up the time because of a conflict

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

\_\_\_\_\_  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**From:**

**Sent:** Tuesday, December 12, 2017 9:55 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Changing to accommodate a scheduling conflict.

-----  
Adding Kathleen

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor; Smith, Kathleen

Adding Taylor

-----

Updating the series to reflect the conference room location.

-----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

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Updating the series to reflect the conference room location.

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Hansen, Taylor; Ruddock, Neil

Need to push our meeting up by an hour today.

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Adding Taylor

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving to 4:00pm. I have a meeting conflict.

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Adding Kathleen

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Adding Taylor

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

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Adding Taylor

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

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**Importance:** High

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Adding Taylor

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**Subject:** Policy Team Standing Meeting  
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**Recurrence:** Daily  
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**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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**Organizer:** Lee, Ebony  
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**Subject:** Policy Team Standing Meeting  
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**Start:** Monday, February 06, 2017 3:00 PM  
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**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

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I have a conflict until 3:15 so moving our meeting to 3:30

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

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**Sent:**

Tuesday, December 12, 2017 9:54 AM

**To:**

Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Changing to accommodate a scheduling conflict.

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

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Lee, Ebony

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor

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**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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**Sent:** Tuesday, December 12, 2017 9:58 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:58 AM  
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**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

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**Cc:** Hansen, Taylor

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

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Lee, Ebony

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** FW: Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hansen, Taylor; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil

-----Original Appointment-----

**From:** Lee, Ebony

**Sent:** Monday, February 06, 2017 1:56 PM

**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil

**Subject:** Policy Team Standing Meeting

**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 2/6/2017 from 3:00 PM to 3:30 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** WDCFB6-7C101

Updating the series to reflect the conference room location.

-----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

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**Importance:** High

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Tuesday, December 12, 2017 9:58 AM

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Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

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Lee, Ebony

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

**Lee, Ebony**

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor

Adding Taylor

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Updating the series to reflect the conference room location.

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**Location:** WDCFB6-7C101  
  
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**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hansen, Taylor; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil

-----Original Appointment-----

**From:** Lee, Ebony  
**Sent:** Monday, February 06, 2017 1:56 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting  
**When:** Thursday, February 09, 2017 4:00 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

Changing the time on Thursday to accommodate the OSERS meeting.

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Updating the series to reflect the conference room location.

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**Location:** WDCFB6-7C101  
  
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**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
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**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
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**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

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Need to cancel for Today

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Lee, Ebony

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

---

Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

I have a conflict until 3:15 so moving our meeting to 3:30

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Hansen, Taylor; Ruddock, Neil

Need to push our meeting up by an hour today.

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Adding Taylor

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving to 4:00pm. I have a meeting conflict.

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Adding Kathleen

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**From:**

**Sent:** Tuesday, December 12, 2017 9:57 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving up the time because of a conflict

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Adding Kathleen

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**From:**

**Sent:**

Tuesday, December 12, 2017 9:57 AM

**To:**

Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

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**Sent:** Tuesday, December 12, 2017 9:57 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Changing to accommodate a scheduling conflict.

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Adding Kathleen

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor

Adding Taylor

-----

Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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Changing the time on Thursday to accommodate the OSERS meeting.

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**Sent:** Tuesday, December 12, 2017 9:56 AM  
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Need to push our meeting up by an hour today.

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**Lee, Ebony**

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor; Smith, Kathleen

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**Importance:** High

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**Location:** WDCFB6-7C101  
  
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**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
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Lee, Ebony

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

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Moving up the time because of a conflict

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**From:**

**Sent:** Tuesday, December 12, 2017 9:56 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Optional Attendees:** Hansen, Taylor

Adding Taylor

-----

Updating the series to reflect the conference room location.

-----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

---

Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

**Lee, Ebony**

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor

Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

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Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Hansen, Taylor; Ruddock, Neil

Need to push our meeting up by an hour today.

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** FW: Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
**Show Time As:** Tentative

**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM

**Meeting Status:** Not yet responded

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Optional Attendees:** Hansen, Taylor

-----Original Appointment-----

**From:** Lee, Ebony  
**Sent:** Monday, February 06, 2017 1:56 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Subject:** Policy Team Standing Meeting  
**When:** Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 2/6/2017 from 3:00 PM to 3:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

Updating the series to reflect the conference room location.

-----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hansen, Taylor; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil

-----Original Appointment-----

**From:** Lee, Ebony  
**Sent:** Monday, February 06, 2017 1:56 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting  
**When:** Thursday, February 09, 2017 4:00 PM-4:30 PM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WDCFB6-7C101

Changing the time on Thursday to accommodate the OSERS meeting.

---

Updating the series to reflect the conference room location.

----

We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

-----  
Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

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Adding Kathleen

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Adding Taylor

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Updating the series to reflect the conference room location.

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**From:**

**Sent:**

Tuesday, December 12, 2017 9:56 AM

**To:**

Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

Lee, Ebony

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

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Lee, Ebony

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

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Updating the series to reflect the conference room location.

\_\_\_\_\_  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Hansen, Taylor; Ruddock, Neil

Need to push our meeting up by an hour today.

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving to 4:00pm. I have a meeting conflict.

-----  
Adding Kathleen

-----  
Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**From:**

**Sent:** Tuesday, December 12, 2017 9:56 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving up the time because of a conflict

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Adding Kathleen

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Adding Taylor

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**From:**

**Sent:** Tuesday, December 12, 2017 9:56 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

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**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Changing to accommodate a scheduling conflict.

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Adding Kathleen

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

Lee, Ebony

---

**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101

**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM

**Recurrence:** Weekly  
**Recurrence Pattern:** Occurs every weekday from 3:00 PM to 3:30 PM effective 2/6/2017.

**Meeting Status:** Accepted

**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

---

**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Need to cancel. Last minute scheduling conflict.

-----  
Adding Kathleen

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

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Adding Kathleen

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Adding Taylor

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**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:56 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

I have a conflict until 3:15 so moving our meeting to 3:30

\_\_\_\_\_  
Adding Kathleen

\_\_\_\_\_  
Adding Taylor

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Updating the series to reflect the conference room location.

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving to accommodate a conflict

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Moving up the time because of a conflict

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**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

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**Subject:** Policy Team Standing Meeting

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Lee, Ebony

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
**Start:** Monday, February 06, 2017 3:00 PM  
**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor; Smith, Kathleen

Adding Taylor

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

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**Subject:** Canceled: Policy Team Standing Meeting  
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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

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**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

Lee, Ebony

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**From:** Lee, Ebony  
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**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
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**Lee, Ebony**

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**Subject:** Policy Team Standing Meeting  
**Location:** WDCFB6-7C101  
  
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**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor

Adding Taylor

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**End:** Monday, February 06, 2017 3:30 PM  
  
**Recurrence:** Daily  
**Recurrence Pattern:** every weekday from 3:00 PM to 3:30 PM  
  
**Meeting Status:** Accepted  
  
**Organizer:** Lee, Ebony  
**Required Attendees:** Hudson, Alexandra; Brickman, Michael; Ruddock, Neil;  
Hansen, Taylor; Smith, Kathleen

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Adding Taylor

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Conflicting meetings today. We'll reconvene tomorrow. Thanks.

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Adding Kathleen

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Adding Taylor

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen  
**Subject:** Canceled: Policy Team Standing Meeting  
**Importance:** High

Need to cancel today. Scheduling Conflict.

Adding Kathleen

Adding Taylor

Updating the series to reflect the conference room location.

We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**Sent:** Tuesday, December 12, 2017 9:55 AM  
**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil  
**Cc:** Hansen, Taylor

Changing the time on Thursday to accommodate the OSERS meeting.

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**To:** Lee, Ebony; Hudson, Alexandra; Brickman, Michael; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving to 4:00pm. I have a meeting conflict.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**From:**

**Sent:** Tuesday, December 12, 2017 9:56 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Hansen, Taylor; Smith, Kathleen

Moving up the time because of a conflict

\_\_\_\_\_  
Adding Kathleen

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Adding Taylor

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Updating the series to reflect the conference room location.

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We'll set these for 3:00pm daily now, knowing that they are subject to change.

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**From:**

**Sent:** Tuesday, December 12, 2017 9:56 AM

**To:** Brickman, Michael; Lee, Ebony; Hudson, Alexandra; Hansen, Taylor; Ruddock, Neil; Smith, Kathleen

Lee, Ebony

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**From:** Lee, Ebony  
**Sent:** Wednesday, February 15, 2017 3:25 PM  
**To:** Lee, Ebony; Hudson, Alexandra; Ruddock, Neil; Brickman, Michael; Hansen, Taylor  
**Subject:** Policy Team Standing Meeting

Changing our time to 3:30 because of a conflict at 3:00pm.

-----  
Adding Taylor

-----  
Updating the series to reflect the conference room location.

-----  
We'll set these for 3:00pm daily now, knowing that they are subject to change.

Anand, Supreet

---

**Subject:** FW: OELA's NIA for new grant competition  
**Location:** 5C132

**Start:** Thursday, February 09, 2017 9:30 AM  
**End:** Thursday, February 09, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Anand, Supreet  
**Required Attendees:** Lee, Ebony; Brickman, Michael; McHugh, Erin; Escalante, Melissa; Holte, Allison  
**Optional Attendees:** Conaty, Joe; Hansen, Taylor

**Attachments:** 170117\_NPD NIA FY 17\_1.27.17 redlined version 2.8.17.docx

-----Original Appointment-----

**From:** Anand, Supreet  
**Sent:** Wednesday, February 08, 2017 5:17 PM  
**To:** Anand, Supreet; Lee, Ebony; Brickman, Michael; McHugh, Erin; Escalante, Melissa; Holte, Allison  
**Cc:** Conaty, Joe  
**Subject:** OELA's NIA for new grant competition  
**When:** Thursday, February 09, 2017 9:30 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** 5C132

We have an empty room on our floor that we can use. If you all would like to meet elsewhere, please let me know.

Taylor Hansen is not on outlook yet, please forward the invite to him.

4000-01-U

DEPARTMENT OF EDUCATION

Application for New Awards; National Professional  
Development Program

AGENCY: Office of English Language Acquisition, Department  
of Education.

ACTION: Notice.

Overview Information:

National Professional Development Program

Notice inviting applications for new awards for fiscal year  
(FY) 2017.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.365Z,

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE  
FEDERAL REGISTER].

Deadline for Notice of Intent to Apply: [INSERT DATE 20  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 60  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 120  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The National Professional Development (NPD) program, authorized by section 3131(c)(1)(C) of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (hereafter in this notice referred to as the ESEA), awards grants on a competitive basis, for a period of not more than five years, to institutions of higher education (IHEs) or public or private entities with relevant experience and capacity, in consortia with State educational agencies (SEAs) or local educational agencies (LEAs). The purpose of these grants is to provide professional development activities that will improve classroom instruction for English learners (ELs) and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Grants awarded under this program may be used--

(1) For effective pre-service or inservice professional development programs that will improve the qualifications and skills of educational personnel involved in the education of ELs, including personnel who are not certified or licensed and educational paraprofessionals, and for other activities to increase teacher and school leader effectiveness in meeting the needs of ELs;

(2) For the development of program curricula appropriate to the needs of the consortia participants involved;

(3) To support strategies that strengthen and increase parent, family, and community member engagement in the education of ELs;

(4) To develop, share, and disseminate effective practices in the instruction of ELs and in increasing the student academic achievement of ELs, including the use of technology-based programs;

(5) In conjunction with other Federal need-based student financial assistance programs, for financial assistance, including costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve ELs; and

(6) As appropriate, to support strategies that promote school readiness of ELs and their transition from early childhood education programs, such as Head Start or State-run preschool programs, to elementary school programs.

Background:

Educator effectiveness is the most important in-school factor affecting student achievement and success.<sup>1</sup> The NPD program is a Federal grant program that offers professional development specifically for educators of ELs. Through its competitions, the NPD program intends to improve the academic achievement of ELs by supporting pre-service and inservice practices for teachers and other staff, including school leaders, working with ELs.

Through previous competitions, the NPD program has funded a range of grantees that are currently implementing 121 projects across the country. As the EL population continues to grow, it has become increasingly important to identify and support practices implemented by educators of ELs that effectively improve student learning outcomes.

However, there are limited studies that provide evidence about how to best prepare and support educators of ELs in ways that will ultimately improve student learning and outcomes. The existing studies that the Department has identified typically do not meet the highest standards for rigor, and largely focus on professional development for

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<sup>1</sup>Calderón, M., Slavin, R., and Sánchez, M. (2011). Effective instruction for English learners. *Future of Children*, 21(1), 103-127.

in-service teachers; few focused on preparation for pre-service teachers.

Nonetheless, the body of evidence on effective language, literacy, and content instruction for ELs, including specific instructional practices for English language acquisition, is growing steadily, as documented by the 2014 What Works Clearinghouse (WWC) Practice Guide for teaching ELs, available at:

<http://ies.ed.gov/ncee/wwc/PracticeGuide.aspx?sid=19>. To encourage the use of evidence to increase the effectiveness of projects funded by NPD, the Department has included a competitive preference priority for projects designed to improve academic outcomes for ELs using strategies supported by moderate evidence of effectiveness (as defined in this document).

In addition, in order to increase the body of evidence available to inform improved instruction for ELs, we encourage NPD applicants to propose projects that include a rigorous evaluation of proposed activities that, if well-implemented, would meet the WWC Evidence Standards with reservations. We believe that such evaluations will help ensure that projects funded under the NPD program are part of a learning agenda that expands the knowledge base on

effective EL practices to ultimately enable all ELs to achieve postsecondary and career success.

For the FY 2017 NPD competition, the Department is particularly interested in supporting projects that improve parental, family, and community engagement. Literature suggests that educators who involve families in their children's education can strengthen their instructional effectiveness with ELs.<sup>2,3</sup> Providing professional development that enhances educators' abilities to build meaningful relationships with students' families may also support students' learning at home. Accordingly, this notice includes a competitive preference priority related to improving parent, family, and community engagement.

The Department is also interested in supporting dual language acquisition approaches that are effective in developing biliteracy skills. Evidence suggests that students who are biliterate have certain cognitive and social benefits compared to their monolingual peers.

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<sup>2</sup>Chen, C., Kyle, D.W., and McIntyre, M. (2008). Helping teachers work effectively with English language learners and their families. *The School Community Journal*, 18 (1), 7-20.

<sup>3</sup>Waterman, R. and Harry, B. (2008). *Building Collaboration Between Schools and Parents of English Language Learners: Transcending Barriers, Creating Opportunities*. Tempe, AZ: National Center for Culturally Responsive Educational Systems.

Further, recent research<sup>4</sup> suggests that despite initial lags, students in well-implemented dual language programs eventually perform equal to or better than their counterparts in English-only programs.

In addition, we recognize that linguistic and cultural diversity is an asset, and that dual language approaches may also enhance the preservation of heritage languages and cultures. These approaches may be particularly impactful for diverse populations of ELs, such as immigrant children and youth and Native American students.

Finally, we are interested in the development of the early learning workforce. In this competition, we encourage pre-service preparation for early learning educators so that they can successfully support ELs. Because the foundational knowledge of developmental learning and language acquisition skills applies across all levels of teaching ELs, including at the secondary level, we also encourage projects that will include this knowledge building for educators at all levels.

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<sup>4</sup> Valentino, R.A., and Reardon, S.F. (2015). Effectiveness of four instructional programs designed to serve English language learners: Variation by ethnicity and initial English proficiency. Educational Evaluation and Policy Analysis, doi: 10.3102/0162373715573310.

**Commented [BM1]:** See comment on page 11

**Commented [EM2]:**

We chose this approach because it encourages applicants to utilize dual language approaches, which promotes biliteracy as an asset model and moves the field away from a deficit model (e.g., limited English proficient). Additionally, a growing evidence base indicates the advantages of biliteracy for English only individuals and English learners (ELs).

Note that as an invitational priority, no points are awarded applicants that choose to address the priority and no "penalty" to those that do not.

Priorities: This notice includes one absolute priority, two competitive preference priorities, and two invitational priorities. The absolute priority is from section 3131 of the ESEA (20 U.S.C. 6861). Competitive Preference Priority 1 is from 34 CFR 75.226. Competitive Preference Priority 2 is from the Department's notice of final supplemental priorities and definitions (Supplemental Priorities), published in the Federal Register on December 10, 2014 (79 FR 73425).

Absolute Priority: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Providing Professional Development to Improve Instruction for English Learners.

Under this priority we provide funding to projects that provide professional development activities that will improve classroom instruction for ELs and assist educational personnel working with ELs to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Competitive Preference Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets competitive preference priority 1, and we award up to an additional five points to an application depending on how well the application meets competitive preference priority 2. An application may be awarded up to a maximum of 10 additional points under these competitive preference priorities. Applicants may address none, one, or both of the competitive preference priorities. An applicant must clearly identify in the project abstract and the project narrative section of its application the competitive preference priority or priorities it wishes the Department to consider for purposes of earning competitive preference priority points.

These priorities are:

Competitive Preference Priority 1--Moderate Evidence of Effectiveness (0 or 5 points).

Projects that are supported by moderate evidence of effectiveness (as defined in this notice).

Competitive Preference Priority 2--Improving Parent, Family, and Community Engagement (up to 5 points).

Projects that are designed to improve student outcomes through one or more of the following:

(a) Developing and implementing systemic initiatives (as defined in this notice) to improve parent and family engagement (as defined in this notice) by expanding and enhancing the skills, strategies, and knowledge (including techniques or use of technological tools needed to effectively communicate, advocate, support, and make informed decisions about the student's education) of parents and families.

(b) Providing professional development that enhances the skills and competencies of school or program leaders, principals, teachers, practitioners, or other administrative and support staff to build meaningful relationships with students' parents or families through systemic initiatives (as defined in this notice) that may also support students' learning at home.

(c) Implementing initiatives that improve community engagement (as defined in this notice), the relationships between parents or families and school or program staff by cultivating sustained partnerships (as defined in this

notice).

Invitational Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

Invitational Priority 1--Dual Language Approaches.

We encourage applicants to propose projects to improve educator preparation and professional learning for dual language implementation models to support effective instruction for ELs. In particular, we encourage such approaches to take into account the unique needs of recently arrived limited English proficient students, immigrant children and youth, and Native American students, who are members of Federally recognized Indian tribes.

Invitational Priority 2--Supporting the Early Learning Workforce to Serve ELs and Apply the Same Developmental Learning Content to All Levels of Teacher Preparation.

Commented [EM3]: See response to question/comment BMI on pages 6-7.

Commented [4]: Why was this approach chosen over alternative approaches to English language learning?

We encourage applicants to propose projects that improve the quality and effectiveness of the early learning workforce, including administrators, so that they have the necessary knowledge, skills, and abilities to improve ELs' cognitive, health, social-emotional, and dual language development. Early learning programs are designed to improve early learning and development outcomes across one or more of the essential domains of school readiness (as defined in this notice) for children from birth through third grade (or for any age group within this range). Further, we encourage applicants to include in such projects these foundational professional learning domains for educators at all levels of teaching, including secondary preparation.

Definitions: The following definitions are from 34 CFR 77.1, 34 CFR 200.6, the Supplemental Priorities, sections 3201 and 8101 of the ESEA (20 U.S.C. 7011 and 7801), and section 101(a) of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1001), and apply to the priorities and selection criteria in this notice. The source of each definition is noted in parentheses following the text of the definition.

Ambitious means promoting continued, meaningful improvement for program participants or for other

individuals or entities affected by the grant, or representing a significant advancement in the field of education research, practices, or methodologies. When used to describe a performance target, whether a performance target is ambitious depends upon the context of the relevant performance measure and the baseline for that measure. (34 CFR 77.1)

Baseline means the starting point from which performance is measured and targets are set. (34 CFR 77.1)

Community engagement means the systematic inclusion of community organizations as partners with State educational agencies, local educational agencies, or other educational institutions, or their school or program staff to accomplish activities that may include developing a shared community vision, establishing a shared accountability agreement, participating in shared data-collection and analysis, or establishing community networks that are focused on shared community-level outcomes. These organizations may include faith- and community-based organizations, institutions of higher education (including minority-serving institutions eligible to receive aid under Title III or Title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than

**Commented [LE5]:** Why was this list of activities highlighted? Less may be more in this instance. Consider eliminating this list of examples.

**Commented [EM6]:** The definition was established via rulemaking and is verbatim from the Supplemental Priority and supports the Competitive Preference Priority #2 – Improving Parent, Family, and Community Engagement (see page 10). We do not have the ability to revise the definition through this NIA.

the Department. (Supplemental Priorities)

English learner means an individual who is limited English proficient (LEP), which, by statute, means an individual--

(A) Who is aged 3 through 21;

(B) Who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) Who was not born in the United States or whose native language is a language other than English;

(ii) (I) Who is a Native American or Alaska Native, or a Native resident of the outlying areas; and

(II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual--

(i) The ability to meet challenging State academic standards;

(ii) The ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) The opportunity to participate fully in society. (Section 8101 of the ESEA)

Essential domains of school readiness means the domains of language and literacy development, cognition and general knowledge (including early mathematics and early scientific development), approaches toward learning (including the utilization of the arts), physical well-being and motor development (including adaptive skills), and social and emotional development. (Supplemental Priorities)

Immigrant children and youth means individuals who

(A) Are aged 3 through 21;

(B) Were not born in any State; and

(C) Have not been attending one or more schools in any one or more States for more than 3 full academic years. (Section 3201 of the ESEA)

Institution of higher education has the meaning given that term in Section 101(a) of the Higher Education Act of 1965.

Language instruction educational program means an instruction course--

(A) In which an English learner is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic standards; and,

(B) That may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language. (Section 3201 of the ESEA)

Large sample means an analytic sample of 350 or more students (or other single analysis units), or 50 or more groups (such as classrooms or schools) that contain 10 or more students (or other single analysis units). (34 CFR 77.1)

Logic model (also referred to as theory of action) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. (34 CFR 77.1.)

Moderate evidence of effectiveness means one of the following conditions is met:

(A) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards without reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), and includes a sample that overlaps with the populations or settings proposed to receive the process, product, strategy, or practice.

(B) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards with reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), includes a sample that overlaps with the populations or settings

proposed to receive the process, product, strategy, or practice, and includes a large sample and a multi-site sample. (34 CFR 77.1) Note: Multiple studies can cumulatively meet the large and multi-site sample requirements as long as each study meets the other requirements in this paragraph.

Multi-site sample means more than one site, where site can be defined as an LEA, locality, or State. (34 CFR 77.1)

Parent and family engagement means the systematic inclusion of parents and families, working in partnership with SEAs, State lead agencies (under Part C of the Individuals with Disabilities Education Act (IDEA) or the State's Race to the Top-Early Learning Challenge grant), LEAs, or other educational institutions, or their staff, in their child's education, which may include strengthening the ability of (A) parents and families to support their child's education; and (B) school or program staff to work with parents and families. (Supplemental Priorities)

Recently arrived limited English proficient student is a student with limited English proficiency who has attended schools in the United States for less than twelve months. The phrase "schools in the United States" includes only

schools in the 50 States and the District of Columbia. (34 CFR 200.6(b)(4)(iv))

Relevant outcome means the student outcome(s) (or the ultimate outcome if not related to students) the proposed process, product, strategy, or practice is designed to improve; consistent with the specific goals of a program. (34 CFR 77.1)

Strong theory means a rationale for the proposed process, product, strategy, or practice that includes a logic model (as defined in this notice). (34 CFR 77.1)

Note: Applicants may use resources such as the Pacific Education Laboratory's Education Logic Model Application (<http://relpacific.mcrel.org/resources/elm-app>) to help design their logic models.

Student achievement means--For grades and subjects in which assessments are required under section 1111(b)(3) of the ESEA: (1) a student's score on such assessments; and, as appropriate (2) other measures of student learning, such as those described in the subsequent paragraph, provided that they are rigorous and comparable across schools within an LEA.

For grades and subjects in which assessments are not required under section 1111(b)(3) of the ESEA: (1) alternative measures of student learning and performance,

such as student results on pre-tests, end-of-course tests, and objective performance-based assessments; (2) student learning objectives; (3) student performance on English language proficiency assessments; and (4) other measures of student achievement that are rigorous and comparable across schools within an LEA (Supplemental Priorities). Note: The ESEA's provisions on required academic assessment are, as a result of the ESEA's amendment by the Every Student Succeeds Act, found at section 1111(b) (2) rather than 1111(b) (3) .

Sustained partnership means a relationship that has demonstrably adequate resources and other support to continue beyond the funding period and that consist of community organizations as partners with an LEA and one or more of its schools. These organizations may include faith- and community-based organizations, IHES (including minority-serving institutions eligible to receive aid under title III or title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than the Department. (Supplemental Priorities)

Systemic initiative means a policy, program, or activity that includes parent and family engagement as a core component and is designed to meet critical educational

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goals, such as school readiness, student achievement, and school turnaround. (Supplemental Priorities)

What Works Clearinghouse Evidence Standards means the standards set forth in the What Works Clearinghouse Procedures and Standards Handbook (Version 3.0, March 2014), which can be found at the following link:

<http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>. (34 CFR 77.1)

Program Authority: 20 U.S.C. 6861

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474. (d) The Supplemental Priorities.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds:

The Further Continuing and Security Assistance Appropriations Act, 2017, would provide, on an annualized basis, \$735,998,203, of which we intend to use an estimated \$20,000,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriated funds for this program. Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2018 or later years from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$350,000-550,000.

Estimated Average Size of Awards: \$450,000.

Maximum Award: \$550,000 per year.

Estimated Number of Awards: 44.

Note: The Department is not bound by any estimates in this notice.

Project Period: 60 months.

III. Eligibility Information

1. Eligible Applicants: Entities eligible to apply for NPD grants are IHEs, or public or private entities with

relevant experience and capacity, in consortia with LEAs or SEAs.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address: [www.ed.gov/fund/grant/apply/grantapps/index.html](http://www.ed.gov/fund/grant/apply/grantapps/index.html). To obtain a copy from ED Pubs, write, fax, or call: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: [www.EDPubs.gov](http://www.EDPubs.gov) or at its email address: [edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov).

If you request an application package from ED Pubs, be sure to identify this program or competition as follows: CFDA 84.365Z.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille,

**Commented [LE7]:** Is there a reason for expanded eligibility? What constitutes relevant experience and capacity?

**Commented [EM8]:** The language is verbatim from ESS/ Sec 3131, eligibility was expanded which also includes non-profit entities.

Applicants must demonstrate in their proposal, the experience and capacity relevant to providing professional development to teachers of English learners. The independent panel reviewers will determine whether or not the applicant(s) sufficiently demonstrate capacity and will score the applications accordingly.

large print, audiotape, or compact disc) by contacting the person listed under Accessible Format in section VIII of this notice.

2. a. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

We will be able to develop a more efficient process for reviewing grant applications if we know the approximate number of applicants that intend to apply for funding under this competition. Therefore, the Secretary strongly encourages each potential applicant to notify us of the applicant's intent to submit an application by emailing [NPD2017@ed.gov](mailto:NPD2017@ed.gov) with the subject line "Intent to Apply" and include in the content of the email the following information: (1) the applicant organization's name and address, and (2) any competitive preference priority or priorities and invitational priority or priorities the applicant is addressing in the application. Applicants that do not provide notice of their intent to apply may still submit an application.

Page Limit: The application narrative (Part III of the

application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit the application narrative to no more than 35 pages. Applicants are also strongly encouraged not to include lengthy appendices that contain information that they were unable to include within the page limits for the narrative.

Applicants must use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The page limit for the application does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the bibliography, or the letters of support of the application. However, the page limit does apply to all of

the application narrative section [Part III] of the application.

b. Submission of Proprietary Information:

Given the types of projects that may be proposed in applications for the NPD program, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define "business information" and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. §552, as amended).

Consistent with the process followed in the prior NPD competitions, we may post the project narrative section of funded NPD applications on the Department's Web site so you may wish to request confidentiality of business information. Identifying proprietary information in the submitted application will help facilitate this public disclosure process.

Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or

numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Submission Dates and Times:

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Informational Meetings: The NPD program intends to hold Webinars designed to provide technical assistance to interested applicants. Detailed information regarding these meetings will be provided on the NPD Web site at <http://www2.ed.gov/programs/nfdp/applicant.html>

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this competition must be submitted electronically using the Grants.gov application site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Other Submission Requirements in section IV of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the

application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central

Contractor Registry), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you entered into the SAM database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow

sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: [www2.ed.gov/fund/grant/apply/sam-faqs.html](http://www2.ed.gov/fund/grant/apply/sam-faqs.html).

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:  
[www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).

7. Other Submission Requirements:

Applications for grants for the NPD program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the NPD program, CFDA number 84.365Z, must be submitted electronically using the Grants.gov Apply site (Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the NPD program at [www.Grants.gov](http://www.Grants.gov). You must search for the

downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.365, not 84.365Z).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at [www.G5.gov](http://www.G5.gov). In addition, for specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a read-only, Portable Document Format (PDF). Do not upload an interactive or fillable PDF file (e.g., Word, Excel, WordPerfect, etc.). If you upload a file type other than a read-only, PDF or submit a password-protected file, we will not review that material. Please note that this could result in your application not being considered for funding because the material in question--for example, the project narrative--is critical to a meaningful review of your proposal. For that reason it is important to allow yourself adequate time to upload all material as PDF files. The Department will not convert material from other formats to PDF.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only, not receipt by the Department. Grants.gov will also notify you automatically by email if your application met all the Grants.gov validation requirements or if there were any errors (such as submission of your application by someone other than a registered Authorized Organization Representative, or inclusion of an attachment with a file name that contains special characters). You will be given an opportunity to correct any errors and resubmit, but you must still meet the deadline for submission of applications.

Once your application is successfully validated by Grants.gov, the Department will retrieve your application from Grants.gov and send you an email with a unique PR/Award number for your application.

These emails do not mean that your application is without any disqualifying errors. While your application may have been successfully validated by Grants.gov, it must also meet the Department's application requirements as specified in this notice and in the application instructions. Disqualifying errors could include, for

instance, failure to upload attachments in a read-only, PDF; failure to submit a required part of the application; or failure to meet applicant eligibility requirements. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further

Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Patrice Swann, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C144, Washington, DC 20202-6510. FAX: (202)260-5496.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

We will not consider applications postmarked after the application deadline date.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
550 12th Street, SW.  
Room 7039, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from section 34 CFR 75.210. The maximum score for all of these criteria is 100 points (not including competitive preference priority points). The maximum score for each criterion is indicated in parentheses.

(a) Quality of the project design. (up to 45 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replications of project activities or strategies including information about the effectiveness of the approach or strategies employed by the project.

(3) ~~\_\_\_\_\_~~

(b) Quality of project personnel. (up to 10 points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the following factors:

(1) The qualifications, including relevant training and experience, of the project director or principal investigator.

~~(2) The qualifications, including relevant training and experience, of key project personnel.~~

(c) Quality of the management plan. (up to 25 points)

**Commented [EM9]:** We think it would be helpful to discuss this suggestion. The proposed selection factor does not appear to link well to the purpose of this program – improving teacher capacity is the overall goal of the NPD program.

In relooking at the EDGAR selection criteria, we could add the factor “the extent to which the training or professional development services to be provided by the proposed project are of sufficiently, quality, intensity, duration, to lead to improvements in practice among the recipients for those services.” However, we would like to discuss because it is not clear this factor (although appropriate) adds value.

**Deleted:** The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment

**Deleted:** or build capacity for independent living

**Deleted:** The extent to which the proposed project is supported by strong theory (as defined in this notice).

**Deleted:** (1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

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**Commented [EM12]:** Accepted suggested edit.

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The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(2) The extent to which the time commitment of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(d) Quality of the project evaluation. (up to 20 points)

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(2) The extent to which the methods of evaluation will, if well implemented, produce evidence about the

project's effectiveness that would meet the What Works Clearinghouse Evidence Standards with reservations.

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

~~(4) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes.~~

Commented [BM13]: In addition to or instead of 1-3 above

Commented [EM14]: Accepted edit to add item 4.

Note: The following are technical assistance resources on evaluation: (1) WWC Procedures and Standards Handbook: <http://ies.ed.gov/ncee/wwc/references/idocviewer/doc.aspx?docid=19&tocid=1;>

and (2) IES/NCEE Technical Methods papers: [http://ies.ed.gov/ncee/tech\\_methods](http://ies.ed.gov/ncee/tech_methods).

In addition, we invite applicants to view two Webinar recordings that were hosted by the Institute of Education Sciences. The first Webinar addresses strategies for designing and executing well-designed quasi-experimental design studies. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=23>. The second Webinar focuses on more rigorous evaluation designees, including strategies for designing and executing

randomized controlled trials. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=18>.

2. Review and Selection Process: The Department will screen applications that are submitted for NPD grants in accordance with the requirements in this notice and determine which applications meet the eligibility and other requirements. Peer reviewers will review all eligible applications for NPD grants that are submitted by the established deadline.

Applicants should note, however, that we may screen for eligibility at multiple points during the competition process, including before and after peer review; applicants that are determined to be ineligible will not receive a grant award regardless of peer reviewer scores or comments. If we determine that an NPD grant application does not meet an NPD requirement, the application will not be considered for funding.

For NPD grant applications, the Department intends to conduct a two-part review process to review and score all eligible applications. Content reviewers will review and score all eligible applications on the following three selection criteria: (a) Quality of the project design; (b) Quality of project personnel; and (c) Quality of the management plan. These reviewers will also review and

score the second competitive preference priority. Peer reviewers with evaluation expertise will review and score selection criterion (d) Quality of the project evaluation.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

### 3. Risk Assessment and Special Conditions:

Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may

impose special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$150,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through SAM. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

#### VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your

approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms.html>.

(c) The Secretary may provide a grantee with additional funding for data collection, analysis, and reporting. In this case the Secretary establishes a data collection period.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement.

(a) Measures. The Department has developed the following GPRA performance measures for evaluating the overall effectiveness of the NPD program:

Measure 1: The number and percentage of program participants who complete the preservice program. Completion is defined by the applicant in the submitted application.

Measure 2: The number and percentage of program participants who complete the inservice program. Completion is defined by the applicant in the submitted application.

Measure 3: The number and percentage of program completers, as defined by the applicant under measures 1 and 2, who are State certified, licensed, or endorsed in EL instruction.

**Commented [15]:** Can student outcomes be added more explicitly here?

**Commented [EM16]:** If student is defined as the teachers the professional development training courses that this project is designed for, then we included measures 4, 5, and 6 to collect that data.

If student is defined as children who are impacted by the E teachers who participated in professional development courses then, unfortunately, the data infrastructure that it would take to track students/children doesn't exist at the moment. In addition, SEAs and LEAs do not have the resources nor the capacity required to measure outcomes at that level.

In general, these measures are determined through consultation with Budget Service and OMB.

Measure 4: The percentage of program completers who rate the program as effective in preparing them to serve EL students.

Measure 5: The percentage of school leaders, other educators, and employers of program completers who rated the program as effective in preparing their teachers, or other educators, to serve ELs or improve their abilities to serve ELs effectively.

Measure 6: For projects that received competitive preference points for Competitive Priority 2, the percentage of program completers who rated the program as effective, as defined by the grantees, in increasing their knowledge and skills related to parent, family, and community engagement.

(b) Baseline data. Applicants must provide baseline (as defined in this notice) data for each of the project performance measures listed in (a) and explain how each proposed baseline data is related to program outcomes; or, if the applicant has determined that there are no established baseline data for a particular performance measure, explain why there is no established baseline and explain how and when, during the project period, the applicant will establish a baseline for the performance measure.

(c) Performance measure targets. In addition, the applicant must propose in its application annual targets for the measures listed in paragraph (a). Applications must also include the following information as directed under 34 CFR 75.110(b):

(1) Why each proposed performance target is ambitious (as defined in this notice) yet achievable compared to the baseline for the performance measure.

(2) The data collection and reporting methods the applicant would use and why those methods are likely to yield reliable, valid, and meaningful performance data; and

(3) The applicant's capacity to collect and report reliable, valid, and meaningful performance data, as evidenced by high-quality data collection, analysis, and reporting in other projects or research.

Note: If the applicant does not have experience with collection and reporting of performance data through other projects or research, the applicant should provide other evidence of capacity to successfully carry out data collection and reporting for its proposed project.

(d) Performance Reports. All grantees must submit an annual performance report and final performance report with information that is responsive to these performance

measures. The Department will consider this data in making annual continuation awards.

(e) Department Evaluations. Consistent with 34 CFR 75.591, grantees funded under this program shall comply with the requirements of any evaluation of the program conducted by the Department or an evaluator selected by the Department.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: Samuel Lopez, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C152, Washington, DC 20202. Telephone: (202) 401-4300. FAX: (202) 205-1229 or by email at NPD2017@ed.gov.

If you use a TDD or a TTY, call the Federal Relay Service, toll free, at 1-800-877-8339.

#### VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or PDF. To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: [www.federalregister.gov](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Supreet Anand,  
Deputy Director Office of English  
Language Acquisition.

**Anand, Supreet**

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**Subject:** OELA's NIA for new grant competition  
**Location:** 5C132  
  
**Start:** Thursday, February 09, 2017 1:00 PM  
**End:** Thursday, February 09, 2017 1:30 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Anand, Supreet  
**Required Attendees:** Lee, Ebony; Brickman, Michael; McHugh, Erin; Escalante, Melissa; Holte, Allison; Woodley, Danita  
**Optional Attendees:** Conaty, Joe; Hansen, Taylor  
  
**Attachments:** 170117\_NPD NIA FY 17\_1.27.17 redlined version 2.8.17.docx

Please note time change

We have an empty room on our floor that we can use. If you all would like to meet elsewhere, please let me know.

Taylor Hansen is not on outlook yet, please forward the invite to him.

4000-01-U

DEPARTMENT OF EDUCATION

Application for New Awards; National Professional  
Development Program

AGENCY: Office of English Language Acquisition, Department  
of Education.

ACTION: Notice.

Overview Information:

National Professional Development Program

Notice inviting applications for new awards for fiscal year  
(FY) 2017.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.365Z,

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE  
FEDERAL REGISTER].

Deadline for Notice of Intent to Apply: [INSERT DATE 20  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 60  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 120  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The National Professional Development (NPD) program, authorized by section 3131(c)(1)(C) of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (hereafter in this notice referred to as the ESEA), awards grants on a competitive basis, for a period of not more than five years, to institutions of higher education (IHEs) or public or private entities with relevant experience and capacity, in consortia with State educational agencies (SEAs) or local educational agencies (LEAs). The purpose of these grants is to provide professional development activities that will improve classroom instruction for English learners (ELs) and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Grants awarded under this program may be used--

(1) For effective pre-service or inservice professional development programs that will improve the qualifications and skills of educational personnel involved in the education of ELs, including personnel who are not certified or licensed and educational paraprofessionals, and for other activities to increase teacher and school leader effectiveness in meeting the needs of ELs;

(2) For the development of program curricula appropriate to the needs of the consortia participants involved;

(3) To support strategies that strengthen and increase parent, family, and community member engagement in the education of ELs;

(4) To develop, share, and disseminate effective practices in the instruction of ELs and in increasing the student academic achievement of ELs, including the use of technology-based programs;

(5) In conjunction with other Federal need-based student financial assistance programs, for financial assistance, including costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve ELs; and

(6) As appropriate, to support strategies that promote school readiness of ELs and their transition from early childhood education programs, such as Head Start or State-run preschool programs, to elementary school programs.

Background:

Educator effectiveness is the most important in-school factor affecting student achievement and success.<sup>1</sup> The NPD program is a Federal grant program that offers professional development specifically for educators of ELs. Through its competitions, the NPD program intends to improve the academic achievement of ELs by supporting pre-service and inservice practices for teachers and other staff, including school leaders, working with ELs.

Through previous competitions, the NPD program has funded a range of grantees that are currently implementing 121 projects across the country. As the EL population continues to grow, it has become increasingly important to identify and support practices implemented by educators of ELs that effectively improve student learning outcomes.

However, there are limited studies that provide evidence about how to best prepare and support educators of ELs in ways that will ultimately improve student learning and outcomes. The existing studies that the Department has identified typically do not meet the highest standards for rigor, and largely focus on professional development for

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<sup>1</sup>Calderón, M., Slavin, R., and Sánchez, M. (2011). Effective instruction for English learners. *Future of Children*, 21(1), 103-127.

in-service teachers; few focused on preparation for pre-service teachers.

Nonetheless, the body of evidence on effective language, literacy, and content instruction for ELs, including specific instructional practices for English language acquisition, is growing steadily, as documented by the 2014 What Works Clearinghouse (WWC) Practice Guide for teaching ELs, available at:

<http://ies.ed.gov/ncee/wwc/PracticeGuide.aspx?sid=19>. To encourage the use of evidence to increase the effectiveness of projects funded by NPD, the Department has included a competitive preference priority for projects designed to improve academic outcomes for ELs using strategies supported by moderate evidence of effectiveness (as defined in this document).

In addition, in order to increase the body of evidence available to inform improved instruction for ELs, we encourage NPD applicants to propose projects that include a rigorous evaluation of proposed activities that, if well-implemented, would meet the WWC Evidence Standards with reservations. We believe that such evaluations will help ensure that projects funded under the NPD program are part of a learning agenda that expands the knowledge base on

effective EL practices to ultimately enable all ELs to achieve postsecondary and career success.

For the FY 2017 NPD competition, the Department is particularly interested in supporting projects that improve parental, family, and community engagement. Literature suggests that educators who involve families in their children's education can strengthen their instructional effectiveness with ELs.<sup>2,3</sup> Providing professional development that enhances educators' abilities to build meaningful relationships with students' families may also support students' learning at home. Accordingly, this notice includes a competitive preference priority related to improving parent, family, and community engagement.

The Department is also interested in supporting dual language acquisition approaches that are effective in developing biliteracy skills. Evidence suggests that students who are biliterate have certain cognitive and social benefits compared to their monolingual peers.

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<sup>2</sup>Chen, C., Kyle, D.W., and McIntyre, M. (2008). Helping teachers work effectively with English language learners and their families. *The School Community Journal*, 18 (1), 7-20.

<sup>3</sup>Waterman, R. and Harry, B. (2008). *Building Collaboration Between Schools and Parents of English Language Learners: Transcending Barriers, Creating Opportunities*. Tempe, AZ: National Center for Culturally Responsive Educational Systems.

Further, recent research<sup>4</sup> suggests that despite initial lags, students in well-implemented dual language programs eventually perform equal to or better than their counterparts in English-only programs.

In addition, we recognize that linguistic and cultural diversity is an asset, and that dual language approaches may also enhance the preservation of heritage languages and cultures. These approaches may be particularly impactful for diverse populations of ELs, such as immigrant children and youth and Native American students.

Finally, we are interested in the development of the early learning workforce. In this competition, we encourage pre-service preparation for early learning educators so that they can successfully support ELs. Because the foundational knowledge of developmental learning and language acquisition skills applies across all levels of teaching ELs, including at the secondary level, we also encourage projects that will include this knowledge building for educators at all levels.

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<sup>4</sup> Valentino, R.A., and Reardon, S.F. (2015). Effectiveness of four instructional programs designed to serve English language learners: Variation by ethnicity and initial English proficiency. Educational Evaluation and Policy Analysis, doi: 10.3102/0162373715573310.

**Commented [BM1]:** See comment on page 11

**Commented [EM2]:**

We chose this approach because it encourages applicants to utilize dual language approaches, which promotes biliteracy as an asset model and moves the field away from a deficit model (e.g., limited English proficient). Additionally, a growing evidence base indicates the advantages of biliteracy for English only individuals and English learners (ELs).

Note that as an invitational priority, no points are awarded applicants that choose to address the priority and no "penalty" to those that do not.

Priorities: This notice includes one absolute priority, two competitive preference priorities, and two invitational priorities. The absolute priority is from section 3131 of the ESEA (20 U.S.C. 6861). Competitive Preference Priority 1 is from 34 CFR 75.226. Competitive Preference Priority 2 is from the Department's notice of final supplemental priorities and definitions (Supplemental Priorities), published in the Federal Register on December 10, 2014 (79 FR 73425).

Absolute Priority: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Providing Professional Development to Improve Instruction for English Learners.

Under this priority we provide funding to projects that provide professional development activities that will improve classroom instruction for ELs and assist educational personnel working with ELs to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Competitive Preference Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets competitive preference priority 1, and we award up to an additional five points to an application depending on how well the application meets competitive preference priority 2. An application may be awarded up to a maximum of 10 additional points under these competitive preference priorities. Applicants may address none, one, or both of the competitive preference priorities. An applicant must clearly identify in the project abstract and the project narrative section of its application the competitive preference priority or priorities it wishes the Department to consider for purposes of earning competitive preference priority points.

These priorities are:

Competitive Preference Priority 1--Moderate Evidence of Effectiveness (0 or 5 points).

Projects that are supported by moderate evidence of effectiveness (as defined in this notice).

Competitive Preference Priority 2--Improving Parent, Family, and Community Engagement (up to 5 points).

Projects that are designed to improve student outcomes through one or more of the following:

(a) Developing and implementing systemic initiatives (as defined in this notice) to improve parent and family engagement (as defined in this notice) by expanding and enhancing the skills, strategies, and knowledge (including techniques or use of technological tools needed to effectively communicate, advocate, support, and make informed decisions about the student's education) of parents and families.

(b) Providing professional development that enhances the skills and competencies of school or program leaders, principals, teachers, practitioners, or other administrative and support staff to build meaningful relationships with students' parents or families through systemic initiatives (as defined in this notice) that may also support students' learning at home.

(c) Implementing initiatives that improve community engagement (as defined in this notice), the relationships between parents or families and school or program staff by cultivating sustained partnerships (as defined in this

notice).

Invitational Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

Invitational Priority 1--Dual Language Approaches.

We encourage applicants to propose projects to improve educator preparation and professional learning for dual language implementation models to support effective instruction for ELs. In particular, we encourage such approaches to take into account the unique needs of recently arrived limited English proficient students, immigrant children and youth, and Native American students, who are members of Federally recognized Indian tribes.

Invitational Priority 2--Supporting the Early Learning Workforce to Serve ELs and Apply the Same Developmental Learning Content to All Levels of Teacher Preparation.

Commented [EM3]: See response to question/comment BMI on pages 6-7.

Commented [4]: Why was this approach chosen over alternative approaches to English language learning?

We encourage applicants to propose projects that improve the quality and effectiveness of the early learning workforce, including administrators, so that they have the necessary knowledge, skills, and abilities to improve ELs' cognitive, health, social-emotional, and dual language development. Early learning programs are designed to improve early learning and development outcomes across one or more of the essential domains of school readiness (as defined in this notice) for children from birth through third grade (or for any age group within this range). Further, we encourage applicants to include in such projects these foundational professional learning domains for educators at all levels of teaching, including secondary preparation.

Definitions: The following definitions are from 34 CFR 77.1, 34 CFR 200.6, the Supplemental Priorities, sections 3201 and 8101 of the ESEA (20 U.S.C. 7011 and 7801), and section 101(a) of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1001), and apply to the priorities and selection criteria in this notice. The source of each definition is noted in parentheses following the text of the definition.

Ambitious means promoting continued, meaningful improvement for program participants or for other

individuals or entities affected by the grant, or representing a significant advancement in the field of education research, practices, or methodologies. When used to describe a performance target, whether a performance target is ambitious depends upon the context of the relevant performance measure and the baseline for that measure. (34 CFR 77.1)

Baseline means the starting point from which performance is measured and targets are set. (34 CFR 77.1)

Community engagement means the systematic inclusion of community organizations as partners with State educational agencies, local educational agencies, or other educational institutions, or their school or program staff to accomplish activities that may include developing a shared community vision, establishing a shared accountability agreement, participating in shared data-collection and analysis, or establishing community networks that are focused on shared community-level outcomes. These organizations may include faith- and community-based organizations, institutions of higher education (including minority-serving institutions eligible to receive aid under Title III or Title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than

**Commented [LE5]:** Why was this list of activities highlighted? Less may be more in this instance. Consider eliminating this list of examples.

**Commented [EM6]:** The definition was established via rulemaking and is verbatim from the Supplemental Priority and supports the Competitive Preference Priority #2 – Improving Parent, Family, and Community Engagement (see page 10). We do not have the ability to revise the definition through this NIA.

the Department. (Supplemental Priorities)

English learner means an individual who is limited English proficient (LEP), which, by statute, means an individual--

(A) Who is aged 3 through 21;

(B) Who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) Who was not born in the United States or whose native language is a language other than English;

(ii) (I) Who is a Native American or Alaska Native, or a Native resident of the outlying areas; and

(II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual--

(i) The ability to meet challenging State academic standards;

(ii) The ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) The opportunity to participate fully in society. (Section 8101 of the ESEA)

Essential domains of school readiness means the domains of language and literacy development, cognition and general knowledge (including early mathematics and early scientific development), approaches toward learning (including the utilization of the arts), physical well-being and motor development (including adaptive skills), and social and emotional development. (Supplemental Priorities)

Immigrant children and youth means individuals who

(A) Are aged 3 through 21;

(B) Were not born in any State; and

(C) Have not been attending one or more schools in any one or more States for more than 3 full academic years. (Section 3201 of the ESEA)

Institution of higher education has the meaning given that term in Section 101(a) of the Higher Education Act of 1965.

Language instruction educational program means an instruction course--

(A) In which an English learner is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic standards; and,

(B) That may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language. (Section 3201 of the ESEA)

Large sample means an analytic sample of 350 or more students (or other single analysis units), or 50 or more groups (such as classrooms or schools) that contain 10 or more students (or other single analysis units). (34 CFR 77.1)

Logic model (also referred to as theory of action) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. (34 CFR 77.1.)

Moderate evidence of effectiveness means one of the following conditions is met:

(A) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards without reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), and includes a sample that overlaps with the populations or settings proposed to receive the process, product, strategy, or practice.

(B) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards with reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), includes a sample that overlaps with the populations or settings

proposed to receive the process, product, strategy, or practice, and includes a large sample and a multi-site sample. (34 CFR 77.1) Note: Multiple studies can cumulatively meet the large and multi-site sample requirements as long as each study meets the other requirements in this paragraph.

Multi-site sample means more than one site, where site can be defined as an LEA, locality, or State. (34 CFR 77.1)

Parent and family engagement means the systematic inclusion of parents and families, working in partnership with SEAs, State lead agencies (under Part C of the Individuals with Disabilities Education Act (IDEA) or the State's Race to the Top-Early Learning Challenge grant), LEAs, or other educational institutions, or their staff, in their child's education, which may include strengthening the ability of (A) parents and families to support their child's education; and (B) school or program staff to work with parents and families. (Supplemental Priorities)

Recently arrived limited English proficient student is a student with limited English proficiency who has attended schools in the United States for less than twelve months. The phrase "schools in the United States" includes only

schools in the 50 States and the District of Columbia. (34 CFR 200.6(b)(4)(iv))

Relevant outcome means the student outcome(s) (or the ultimate outcome if not related to students) the proposed process, product, strategy, or practice is designed to improve; consistent with the specific goals of a program. (34 CFR 77.1)

Strong theory means a rationale for the proposed process, product, strategy, or practice that includes a logic model (as defined in this notice). (34 CFR 77.1)

Note: Applicants may use resources such as the Pacific Education Laboratory's Education Logic Model Application (<http://relpacific.mcrel.org/resources/elm-app>) to help design their logic models.

Student achievement means--For grades and subjects in which assessments are required under section 1111(b)(3) of the ESEA: (1) a student's score on such assessments; and, as appropriate (2) other measures of student learning, such as those described in the subsequent paragraph, provided that they are rigorous and comparable across schools within an LEA.

For grades and subjects in which assessments are not required under section 1111(b)(3) of the ESEA: (1) alternative measures of student learning and performance,

such as student results on pre-tests, end-of-course tests, and objective performance-based assessments; (2) student learning objectives; (3) student performance on English language proficiency assessments; and (4) other measures of student achievement that are rigorous and comparable across schools within an LEA (Supplemental Priorities). Note: The ESEA's provisions on required academic assessment are, as a result of the ESEA's amendment by the Every Student Succeeds Act, found at section 1111(b) (2) rather than 1111(b) (3) .

Sustained partnership means a relationship that has demonstrably adequate resources and other support to continue beyond the funding period and that consist of community organizations as partners with an LEA and one or more of its schools. These organizations may include faith- and community-based organizations, IHES (including minority-serving institutions eligible to receive aid under title III or title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than the Department. (Supplemental Priorities)

Systemic initiative means a policy, program, or activity that includes parent and family engagement as a core component and is designed to meet critical educational

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goals, such as school readiness, student achievement, and school turnaround. (Supplemental Priorities)

What Works Clearinghouse Evidence Standards means the standards set forth in the What Works Clearinghouse Procedures and Standards Handbook (Version 3.0, March 2014), which can be found at the following link: <http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>. (34 CFR 77.1)

Program Authority: 20 U.S.C. 6861

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474. (d) The Supplemental Priorities.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds:

The Further Continuing and Security Assistance Appropriations Act, 2017, would provide, on an annualized basis, \$735,998,203, of which we intend to use an estimated \$20,000,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriated funds for this program. Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2018 or later years from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$350,000-550,000.

Estimated Average Size of Awards: \$450,000.

Maximum Award: \$550,000 per year.

Estimated Number of Awards: 44.

Note: The Department is not bound by any estimates in this notice.

Project Period: 60 months.

III. Eligibility Information

1. Eligible Applicants: Entities eligible to apply for NPD grants are IHEs, or public or private entities with

relevant experience and capacity, in consortia with LEAs or SEAs.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address:  
[www.ed.gov/fund/grant/apply/grantapps/index.html](http://www.ed.gov/fund/grant/apply/grantapps/index.html). To obtain a copy from ED Pubs, write, fax, or call: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:  
[www.EDPubs.gov](http://www.EDPubs.gov) or at its email address:  
[edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov).

If you request an application package from ED Pubs, be sure to identify this program or competition as follows:  
CFDA 84.365Z.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille,

**Commented [LE7]:** Is there a reason for expanded eligibility? What constitutes relevant experience and capacity?

**Commented [EM8]:** The language is verbatim from ESS/ Sec 3131, eligibility was expanded which also includes non-profit entities.

Applicants must demonstrate in their proposal, the experience and capacity relevant to providing professional development to teachers of English learners. The independent panel reviewers will determine whether or not the applicant(s) sufficiently demonstrate capacity and will score the applications accordingly.

large print, audiotape, or compact disc) by contacting the person listed under Accessible Format in section VIII of this notice.

2. a. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

We will be able to develop a more efficient process for reviewing grant applications if we know the approximate number of applicants that intend to apply for funding under this competition. Therefore, the Secretary strongly encourages each potential applicant to notify us of the applicant's intent to submit an application by emailing [NPD2017@ed.gov](mailto:NPD2017@ed.gov) with the subject line "Intent to Apply" and include in the content of the email the following information: (1) the applicant organization's name and address, and (2) any competitive preference priority or priorities and invitational priority or priorities the applicant is addressing in the application. Applicants that do not provide notice of their intent to apply may still submit an application.

Page Limit: The application narrative (Part III of the

application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit the application narrative to no more than 35 pages. Applicants are also strongly encouraged not to include lengthy appendices that contain information that they were unable to include within the page limits for the narrative.

Applicants must use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The page limit for the application does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the bibliography, or the letters of support of the application. However, the page limit does apply to all of

the application narrative section [Part III] of the application.

b. Submission of Proprietary Information:

Given the types of projects that may be proposed in applications for the NPD program, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define "business information" and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. §552, as amended).

Consistent with the process followed in the prior NPD competitions, we may post the project narrative section of funded NPD applications on the Department's Web site so you may wish to request confidentiality of business information. Identifying proprietary information in the submitted application will help facilitate this public disclosure process.

Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or

numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Submission Dates and Times:

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Informational Meetings: The NPD program intends to hold Webinars designed to provide technical assistance to interested applicants. Detailed information regarding these meetings will be provided on the NPD Web site at <http://www2.ed.gov/programs/nfdp/applicant.html>

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this competition must be submitted electronically using the Grants.gov application site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Other Submission Requirements in section IV of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the

application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central

Contractor Registry), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you entered into the SAM database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow

sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: [www2.ed.gov/fund/grant/apply/sam-faqs.html](http://www2.ed.gov/fund/grant/apply/sam-faqs.html).

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:  
[www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).

7. Other Submission Requirements:

Applications for grants for the NPD program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the NPD program, CFDA number 84.365Z, must be submitted electronically using the Grants.gov Apply site (Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the NPD program at [www.Grants.gov](http://www.Grants.gov). You must search for the

downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.365, not 84.365Z).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at [www.G5.gov](http://www.G5.gov). In addition, for specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a read-only, Portable Document Format (PDF). Do not upload an interactive or fillable PDF file (e.g., Word, Excel, WordPerfect, etc.). If you upload a file type other than a read-only, PDF or submit a password-protected file, we will not review that material. Please note that this could result in your application not being considered for funding because the material in question--for example, the project narrative--is critical to a meaningful review of your proposal. For that reason it is important to allow yourself adequate time to upload all material as PDF files. The Department will not convert material from other formats to PDF.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only, not receipt by the Department. Grants.gov will also notify you automatically by email if your application met all the Grants.gov validation requirements or if there were any errors (such as submission of your application by someone other than a registered Authorized Organization Representative, or inclusion of an attachment with a file name that contains special characters). You will be given an opportunity to correct any errors and resubmit, but you must still meet the deadline for submission of applications.

Once your application is successfully validated by Grants.gov, the Department will retrieve your application from Grants.gov and send you an email with a unique PR/Award number for your application.

These emails do not mean that your application is without any disqualifying errors. While your application may have been successfully validated by Grants.gov, it must also meet the Department's application requirements as specified in this notice and in the application instructions. Disqualifying errors could include, for

instance, failure to upload attachments in a read-only, PDF; failure to submit a required part of the application; or failure to meet applicant eligibility requirements. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further

Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Patrice Swann, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C144, Washington, DC 20202-6510. FAX: (202)260-5496.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

We will not consider applications postmarked after the application deadline date.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
550 12th Street, SW.  
Room 7039, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from section 34 CFR 75.210. The maximum score for all of these criteria is 100 points (not including competitive preference priority points). The maximum score for each criterion is indicated in parentheses.

(a) Quality of the project design. (up to 45 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replications of project activities or strategies including information about the effectiveness of the approach or strategies employed by the project.

(3) ~~\_\_\_\_\_~~

(b) Quality of project personnel. (up to 10 points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the following factors:

(1) The qualifications, including relevant training and experience, of the project director or principal investigator.

~~(2) The qualifications, including relevant training and experience, of key project personnel.~~

(c) Quality of the management plan. (up to 25 points)

**Commented [EM9]:** We think it would be helpful to discuss this suggestion. The proposed selection factor does not appear to link well to the purpose of this program – improving teacher capacity is the overall goal of the NPD program.

In relooking at the EDGAR selection criteria, we could add the factor “the extent to which the training or professional development services to be provided by the proposed project are of sufficiently, quality, intensity, duration, to lead to improvements in practice among the recipients for those services.” However, we would like to discuss because it is not clear this factor (although appropriate) adds value.

**Deleted:** The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment

**Deleted:** or build capacity for independent living

**Deleted:** The extent to which the proposed project is supported by strong theory (as defined in this notice).

**Deleted:** (1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

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The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(2) The extent to which the time commitment of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(d) Quality of the project evaluation. (up to 20 points)

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(2) The extent to which the methods of evaluation will, if well implemented, produce evidence about the

project's effectiveness that would meet the What Works Clearinghouse Evidence Standards with reservations.

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

~~(4) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes.~~

Commented [BM13]: In addition to or instead of 1-3 above

Commented [EM14]: Accepted edit to add item 4.

Note: The following are technical assistance resources on evaluation: (1) WWC Procedures and Standards Handbook: <http://ies.ed.gov/ncee/wwc/references/idocviewer/doc.aspx?docid=19&tocid=1;>

and (2) IES/NCEE Technical Methods papers: [http://ies.ed.gov/ncee/tech\\_methods](http://ies.ed.gov/ncee/tech_methods).

In addition, we invite applicants to view two Webinar recordings that were hosted by the Institute of Education Sciences. The first Webinar addresses strategies for designing and executing well-designed quasi-experimental design studies. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=23>. The second Webinar focuses on more rigorous evaluation designees, including strategies for designing and executing

randomized controlled trials. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=18>.

2. Review and Selection Process: The Department will screen applications that are submitted for NPD grants in accordance with the requirements in this notice and determine which applications meet the eligibility and other requirements. Peer reviewers will review all eligible applications for NPD grants that are submitted by the established deadline.

Applicants should note, however, that we may screen for eligibility at multiple points during the competition process, including before and after peer review; applicants that are determined to be ineligible will not receive a grant award regardless of peer reviewer scores or comments. If we determine that an NPD grant application does not meet an NPD requirement, the application will not be considered for funding.

For NPD grant applications, the Department intends to conduct a two-part review process to review and score all eligible applications. Content reviewers will review and score all eligible applications on the following three selection criteria: (a) Quality of the project design; (b) Quality of project personnel; and (c) Quality of the management plan. These reviewers will also review and

score the second competitive preference priority. Peer reviewers with evaluation expertise will review and score selection criterion (d) Quality of the project evaluation.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

### 3. Risk Assessment and Special Conditions:

Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may

impose special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$150,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through SAM. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

#### VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your

approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms.html>.

(c) The Secretary may provide a grantee with additional funding for data collection, analysis, and reporting. In this case the Secretary establishes a data collection period.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement.

(a) Measures. The Department has developed the following GPRA performance measures for evaluating the overall effectiveness of the NPD program:

Measure 1: The number and percentage of program participants who complete the preservice program. Completion is defined by the applicant in the submitted application.

Measure 2: The number and percentage of program participants who complete the inservice program. Completion is defined by the applicant in the submitted application.

Measure 3: The number and percentage of program completers, as defined by the applicant under measures 1 and 2, who are State certified, licensed, or endorsed in EL instruction.

**Commented [15]:** Can student outcomes be added more explicitly here?

**Commented [EM16]:** If student is defined as the teachers the professional development training courses that this project is designed for, then we included measures 4, 5, and 6 to collect that data.

If student is defined as children who are impacted by the E teachers who participated in professional development courses then, unfortunately, the data infrastructure that it would take to track students/children doesn't exist at the moment. In addition, SEAs and LEAs do not have the resources nor the capacity required to measure outcomes at that level.

In general, these measures are determined through consultation with Budget Service and OMB.

Measure 4: The percentage of program completers who rate the program as effective in preparing them to serve EL students.

Measure 5: The percentage of school leaders, other educators, and employers of program completers who rated the program as effective in preparing their teachers, or other educators, to serve ELs or improve their abilities to serve ELs effectively.

Measure 6: For projects that received competitive preference points for Competitive Priority 2, the percentage of program completers who rated the program as effective, as defined by the grantees, in increasing their knowledge and skills related to parent, family, and community engagement.

(b) Baseline data. Applicants must provide baseline (as defined in this notice) data for each of the project performance measures listed in (a) and explain how each proposed baseline data is related to program outcomes; or, if the applicant has determined that there are no established baseline data for a particular performance measure, explain why there is no established baseline and explain how and when, during the project period, the applicant will establish a baseline for the performance measure.

(c) Performance measure targets. In addition, the applicant must propose in its application annual targets for the measures listed in paragraph (a). Applications must also include the following information as directed under 34 CFR 75.110(b):

(1) Why each proposed performance target is ambitious (as defined in this notice) yet achievable compared to the baseline for the performance measure.

(2) The data collection and reporting methods the applicant would use and why those methods are likely to yield reliable, valid, and meaningful performance data; and

(3) The applicant's capacity to collect and report reliable, valid, and meaningful performance data, as evidenced by high-quality data collection, analysis, and reporting in other projects or research.

Note: If the applicant does not have experience with collection and reporting of performance data through other projects or research, the applicant should provide other evidence of capacity to successfully carry out data collection and reporting for its proposed project.

(d) Performance Reports. All grantees must submit an annual performance report and final performance report with information that is responsive to these performance

measures. The Department will consider this data in making annual continuation awards.

(e) Department Evaluations. Consistent with 34 CFR 75.591, grantees funded under this program shall comply with the requirements of any evaluation of the program conducted by the Department or an evaluator selected by the Department.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: Samuel Lopez, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C152, Washington, DC 20202. Telephone: (202) 401-4300. FAX: (202) 205-1229 or by email at NPD2017@ed.gov.

If you use a TDD or a TTY, call the Federal Relay Service, toll free, at 1-800-877-8339.

#### VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at: [www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this document, as well as all other documents of this Department published in the Federal Register, in text or PDF. To use PDF you must have Adobe Acrobat Reader, which is available free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: [www.federalregister.gov](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Supreet Anand,  
Deputy Director Office of English  
Language Acquisition.

Anand, Supreet

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**Subject:** OELA's NIA for new grant competition  
**Location:** 5C132  
  
**Start:** Thursday, February 09, 2017 1:00 PM  
**End:** Thursday, February 09, 2017 1:30 PM  
  
**Recurrence:** (none)  
  
**Meeting Status:** Accepted  
  
**Organizer:** Anand, Supreet  
**Required Attendees:** Lee, Ebony; Brickman, Michael; McHugh, Erin; Escalante, Melissa; Holte, Allison; Woodley, Danita  
**Optional Attendees:** Conaty, Joe; Hansen, Taylor  
  
**Attachments:** 170117\_NPD NIA FY 17\_1.27.17 redlined version 2.8.17.docx

Please note time change

We have an empty room on our floor that we can use. If you all would like to meet elsewhere, please let me know.

Taylor Hansen is not on outlook yet, please forward the invite to him.

4000-01-U

DEPARTMENT OF EDUCATION

Application for New Awards; National Professional  
Development Program

AGENCY: Office of English Language Acquisition, Department  
of Education.

ACTION: Notice.

Overview Information:

National Professional Development Program

Notice inviting applications for new awards for fiscal year  
(FY) 2017.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.365Z,

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE  
FEDERAL REGISTER].

Deadline for Notice of Intent to Apply: [INSERT DATE 20  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 60  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 120  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The National Professional Development (NPD) program, authorized by section 3131(c)(1)(C) of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (hereafter in this notice referred to as the ESEA), awards grants on a competitive basis, for a period of not more than five years, to institutions of higher education (IHEs) or public or private entities with relevant experience and capacity, in consortia with State educational agencies (SEAs) or local educational agencies (LEAs). The purpose of these grants is to provide professional development activities that will improve classroom instruction for English learners (ELs) and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Grants awarded under this program may be used--

(1) For effective pre-service or inservice professional development programs that will improve the qualifications and skills of educational personnel involved in the education of ELs, including personnel who are not certified or licensed and educational paraprofessionals, and for other activities to increase teacher and school leader effectiveness in meeting the needs of ELs;

(2) For the development of program curricula appropriate to the needs of the consortia participants involved;

(3) To support strategies that strengthen and increase parent, family, and community member engagement in the education of ELs;

(4) To develop, share, and disseminate effective practices in the instruction of ELs and in increasing the student academic achievement of ELs, including the use of technology-based programs;

(5) In conjunction with other Federal need-based student financial assistance programs, for financial assistance, including costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve ELs; and

(6) As appropriate, to support strategies that promote school readiness of ELs and their transition from early childhood education programs, such as Head Start or State-run preschool programs, to elementary school programs.

Background:

Educator effectiveness is the most important in-school factor affecting student achievement and success.<sup>1</sup> The NPD program is a Federal grant program that offers professional development specifically for educators of ELs. Through its competitions, the NPD program intends to improve the academic achievement of ELs by supporting pre-service and inservice practices for teachers and other staff, including school leaders, working with ELs.

Through previous competitions, the NPD program has funded a range of grantees that are currently implementing 121 projects across the country. As the EL population continues to grow, it has become increasingly important to identify and support practices implemented by educators of ELs that effectively improve student learning outcomes.

However, there are limited studies that provide evidence about how to best prepare and support educators of ELs in ways that will ultimately improve student learning and outcomes. The existing studies that the Department has identified typically do not meet the highest standards for rigor, and largely focus on professional development for

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<sup>1</sup>Calderón, M., Slavin, R., and Sánchez, M. (2011). Effective instruction for English learners. *Future of Children*, 21(1), 103-127.

in-service teachers; few focused on preparation for pre-service teachers.

Nonetheless, the body of evidence on effective language, literacy, and content instruction for ELs, including specific instructional practices for English language acquisition, is growing steadily, as documented by the 2014 What Works Clearinghouse (WWC) Practice Guide for teaching ELs, available at:

<http://ies.ed.gov/ncee/wwc/PracticeGuide.aspx?sid=19>. To encourage the use of evidence to increase the effectiveness of projects funded by NPD, the Department has included a competitive preference priority for projects designed to improve academic outcomes for ELs using strategies supported by moderate evidence of effectiveness (as defined in this document).

In addition, in order to increase the body of evidence available to inform improved instruction for ELs, we encourage NPD applicants to propose projects that include a rigorous evaluation of proposed activities that, if well-implemented, would meet the WWC Evidence Standards with reservations. We believe that such evaluations will help ensure that projects funded under the NPD program are part of a learning agenda that expands the knowledge base on

effective EL practices to ultimately enable all ELs to achieve postsecondary and career success.

For the FY 2017 NPD competition, the Department is particularly interested in supporting projects that improve parental, family, and community engagement. Literature suggests that educators who involve families in their children's education can strengthen their instructional effectiveness with ELs.<sup>2,3</sup> Providing professional development that enhances educators' abilities to build meaningful relationships with students' families may also support students' learning at home. Accordingly, this notice includes a competitive preference priority related to improving parent, family, and community engagement.

The Department is also interested in supporting dual language acquisition approaches that are effective in developing biliteracy skills. Evidence suggests that students who are biliterate have certain cognitive and social benefits compared to their monolingual peers.

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<sup>2</sup>Chen, C., Kyle, D.W., and McIntyre, M. (2008). Helping teachers work effectively with English language learners and their families. *The School Community Journal*, 18 (1), 7-20.

<sup>3</sup>Waterman, R. and Harry, B. (2008). *Building Collaboration Between Schools and Parents of English Language Learners: Transcending Barriers, Creating Opportunities*. Tempe, AZ: National Center for Culturally Responsive Educational Systems.

Further, recent research<sup>4</sup> suggests that despite initial lags, students in well-implemented dual language programs eventually perform equal to or better than their counterparts in English-only programs.

In addition, we recognize that linguistic and cultural diversity is an asset, and that dual language approaches may also enhance the preservation of heritage languages and cultures. These approaches may be particularly impactful for diverse populations of ELs, such as immigrant children and youth and Native American students.

Finally, we are interested in the development of the early learning workforce. In this competition, we encourage pre-service preparation for early learning educators so that they can successfully support ELs. Because the foundational knowledge of developmental learning and language acquisition skills applies across all levels of teaching ELs, including at the secondary level, we also encourage projects that will include this knowledge building for educators at all levels.

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<sup>4</sup> Valentino, R.A., and Reardon, S.F. (2015). Effectiveness of four instructional programs designed to serve English language learners: Variation by ethnicity and initial English proficiency. Educational Evaluation and Policy Analysis, doi: 10.3102/0162373715573310.

**Commented [BM1]:** See comment on page 11

**Commented [EM2]:**

We chose this approach because it encourages applicants to utilize dual language approaches, which promotes biliteracy as an asset model and moves the field away from a deficit model (e.g., limited English proficient). Additionally, a growing evidence base indicates the advantages of biliteracy for English only individuals and English learners (ELs).

Note that as an invitational priority, no points are awarded applicants that choose to address the priority and no "penalty" to those that do not.

Priorities: This notice includes one absolute priority, two competitive preference priorities, and two invitational priorities. The absolute priority is from section 3131 of the ESEA (20 U.S.C. 6861). Competitive Preference Priority 1 is from 34 CFR 75.226. Competitive Preference Priority 2 is from the Department's notice of final supplemental priorities and definitions (Supplemental Priorities), published in the Federal Register on December 10, 2014 (79 FR 73425).

Absolute Priority: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Providing Professional Development to Improve Instruction for English Learners.

Under this priority we provide funding to projects that provide professional development activities that will improve classroom instruction for ELs and assist educational personnel working with ELs to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Competitive Preference Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets competitive preference priority 1, and we award up to an additional five points to an application depending on how well the application meets competitive preference priority 2. An application may be awarded up to a maximum of 10 additional points under these competitive preference priorities. Applicants may address none, one, or both of the competitive preference priorities. An applicant must clearly identify in the project abstract and the project narrative section of its application the competitive preference priority or priorities it wishes the Department to consider for purposes of earning competitive preference priority points.

These priorities are:

Competitive Preference Priority 1--Moderate Evidence of Effectiveness (0 or 5 points).

Projects that are supported by moderate evidence of effectiveness (as defined in this notice).

Competitive Preference Priority 2--Improving Parent, Family, and Community Engagement (up to 5 points).

Projects that are designed to improve student outcomes through one or more of the following:

(a) Developing and implementing systemic initiatives (as defined in this notice) to improve parent and family engagement (as defined in this notice) by expanding and enhancing the skills, strategies, and knowledge (including techniques or use of technological tools needed to effectively communicate, advocate, support, and make informed decisions about the student's education) of parents and families.

(b) Providing professional development that enhances the skills and competencies of school or program leaders, principals, teachers, practitioners, or other administrative and support staff to build meaningful relationships with students' parents or families through systemic initiatives (as defined in this notice) that may also support students' learning at home.

(c) Implementing initiatives that improve community engagement (as defined in this notice), the relationships between parents or families and school or program staff by cultivating sustained partnerships (as defined in this

notice).

Invitational Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

Invitational Priority 1--Dual Language Approaches.

We encourage applicants to propose projects to improve educator preparation and professional learning for dual language implementation models to support effective instruction for ELs. In particular, we encourage such approaches to take into account the unique needs of recently arrived limited English proficient students, immigrant children and youth, and Native American students, who are members of Federally recognized Indian tribes.

Invitational Priority 2--Supporting the Early Learning Workforce to Serve ELs and Apply the Same Developmental Learning Content to All Levels of Teacher Preparation.

Commented [EM3]: See response to question/comment BMI on pages 6-7.

Commented [4]: Why was this approach chosen over alternative approaches to English language learning?

We encourage applicants to propose projects that improve the quality and effectiveness of the early learning workforce, including administrators, so that they have the necessary knowledge, skills, and abilities to improve ELs' cognitive, health, social-emotional, and dual language development. Early learning programs are designed to improve early learning and development outcomes across one or more of the essential domains of school readiness (as defined in this notice) for children from birth through third grade (or for any age group within this range). Further, we encourage applicants to include in such projects these foundational professional learning domains for educators at all levels of teaching, including secondary preparation.

Definitions: The following definitions are from 34 CFR 77.1, 34 CFR 200.6, the Supplemental Priorities, sections 3201 and 8101 of the ESEA (20 U.S.C. 7011 and 7801), and section 101(a) of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1001), and apply to the priorities and selection criteria in this notice. The source of each definition is noted in parentheses following the text of the definition.

Ambitious means promoting continued, meaningful improvement for program participants or for other

individuals or entities affected by the grant, or representing a significant advancement in the field of education research, practices, or methodologies. When used to describe a performance target, whether a performance target is ambitious depends upon the context of the relevant performance measure and the baseline for that measure. (34 CFR 77.1)

Baseline means the starting point from which performance is measured and targets are set. (34 CFR 77.1)

Community engagement means the systematic inclusion of community organizations as partners with State educational agencies, local educational agencies, or other educational institutions, or their school or program staff to accomplish activities that may include developing a shared community vision, establishing a shared accountability agreement, participating in shared data-collection and analysis, or establishing community networks that are focused on shared community-level outcomes. These

organizations may include faith- and community-based organizations, institutions of higher education (including minority-serving institutions eligible to receive aid under Title III or Title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than

**Commented [LE5]:** Why was this list of activities highlighted? Less may be more in this instance. Consider eliminating this list of examples.

**Commented [EM6]:** The definition was established via rulemaking and is verbatim from the Supplemental Priority and supports the Competitive Preference Priority #2 – Improving Parent, Family, and Community Engagement (see page 10). We do not have the ability to revise the definition through this NIA.

the Department. (Supplemental Priorities)

English learner means an individual who is limited English proficient (LEP), which, by statute, means an individual--

(A) Who is aged 3 through 21;

(B) Who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) Who was not born in the United States or whose native language is a language other than English;

(ii) (I) Who is a Native American or Alaska Native, or a Native resident of the outlying areas; and

(II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual--

(i) The ability to meet challenging State academic standards;

(ii) The ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) The opportunity to participate fully in society. (Section 8101 of the ESEA)

Essential domains of school readiness means the domains of language and literacy development, cognition and general knowledge (including early mathematics and early scientific development), approaches toward learning (including the utilization of the arts), physical well-being and motor development (including adaptive skills), and social and emotional development. (Supplemental Priorities)

Immigrant children and youth means individuals who

(A) Are aged 3 through 21;

(B) Were not born in any State; and

(C) Have not been attending one or more schools in any one or more States for more than 3 full academic years. (Section 3201 of the ESEA)

Institution of higher education has the meaning given that term in Section 101(a) of the Higher Education Act of 1965.

Language instruction educational program means an instruction course--

(A) In which an English learner is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic standards; and,

(B) That may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language. (Section 3201 of the ESEA)

Large sample means an analytic sample of 350 or more students (or other single analysis units), or 50 or more groups (such as classrooms or schools) that contain 10 or more students (or other single analysis units). (34 CFR 77.1)

Logic model (also referred to as theory of action) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. (34 CFR 77.1.)

Moderate evidence of effectiveness means one of the following conditions is met:

(A) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards without reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), and includes a sample that overlaps with the populations or settings proposed to receive the process, product, strategy, or practice.

(B) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards with reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), includes a sample that overlaps with the populations or settings

proposed to receive the process, product, strategy, or practice, and includes a large sample and a multi-site sample. (34 CFR 77.1) Note: Multiple studies can cumulatively meet the large and multi-site sample requirements as long as each study meets the other requirements in this paragraph.

Multi-site sample means more than one site, where site can be defined as an LEA, locality, or State. (34 CFR 77.1)

Parent and family engagement means the systematic inclusion of parents and families, working in partnership with SEAs, State lead agencies (under Part C of the Individuals with Disabilities Education Act (IDEA) or the State's Race to the Top-Early Learning Challenge grant), LEAs, or other educational institutions, or their staff, in their child's education, which may include strengthening the ability of (A) parents and families to support their child's education; and (B) school or program staff to work with parents and families. (Supplemental Priorities)

Recently arrived limited English proficient student is a student with limited English proficiency who has attended schools in the United States for less than twelve months. The phrase "schools in the United States" includes only

schools in the 50 States and the District of Columbia. (34 CFR 200.6(b)(4)(iv))

Relevant outcome means the student outcome(s) (or the ultimate outcome if not related to students) the proposed process, product, strategy, or practice is designed to improve; consistent with the specific goals of a program. (34 CFR 77.1)

Strong theory means a rationale for the proposed process, product, strategy, or practice that includes a logic model (as defined in this notice). (34 CFR 77.1)

Note: Applicants may use resources such as the Pacific Education Laboratory's Education Logic Model Application (<http://relpacific.mcrel.org/resources/elm-app>) to help design their logic models.

Student achievement means--For grades and subjects in which assessments are required under section 1111(b)(3) of the ESEA: (1) a student's score on such assessments; and, as appropriate (2) other measures of student learning, such as those described in the subsequent paragraph, provided that they are rigorous and comparable across schools within an LEA.

For grades and subjects in which assessments are not required under section 1111(b)(3) of the ESEA: (1) alternative measures of student learning and performance,

such as student results on pre-tests, end-of-course tests, and objective performance-based assessments; (2) student learning objectives; (3) student performance on English language proficiency assessments; and (4) other measures of student achievement that are rigorous and comparable across schools within an LEA (Supplemental Priorities). Note: The ESEA's provisions on required academic assessment are, as a result of the ESEA's amendment by the Every Student Succeeds Act, found at section 1111(b) (2) rather than 1111(b) (3) .

Sustained partnership means a relationship that has demonstrably adequate resources and other support to continue beyond the funding period and that consist of community organizations as partners with an LEA and one or more of its schools. These organizations may include faith- and community-based organizations, IHES (including minority-serving institutions eligible to receive aid under title III or title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than the Department. (Supplemental Priorities)

Systemic initiative means a policy, program, or activity that includes parent and family engagement as a core component and is designed to meet critical educational

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goals, such as school readiness, student achievement, and school turnaround. (Supplemental Priorities)

What Works Clearinghouse Evidence Standards means the standards set forth in the What Works Clearinghouse Procedures and Standards Handbook (Version 3.0, March 2014), which can be found at the following link:  
<http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>. (34 CFR 77.1)

Program Authority: 20 U.S.C. 6861

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474. (d) The Supplemental Priorities.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds:

The Further Continuing and Security Assistance Appropriations Act, 2017, would provide, on an annualized basis, \$735,998,203, of which we intend to use an estimated \$20,000,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriated funds for this program. Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2018 or later years from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$350,000-550,000.

Estimated Average Size of Awards: \$450,000.

Maximum Award: \$550,000 per year.

Estimated Number of Awards: 44.

Note: The Department is not bound by any estimates in this notice.

Project Period: 60 months.

III. Eligibility Information

1. Eligible Applicants: Entities eligible to apply for NPD grants are IHEs, or public or private entities with

relevant experience and capacity, in consortia with LEAs or SEAs.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address:  
[www.ed.gov/fund/grant/apply/grantapps/index.html](http://www.ed.gov/fund/grant/apply/grantapps/index.html). To obtain a copy from ED Pubs, write, fax, or call: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:  
[www.EDPubs.gov](http://www.EDPubs.gov) or at its email address:  
[edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov).

If you request an application package from ED Pubs, be sure to identify this program or competition as follows:  
CFDA 84.365Z.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille,

**Commented [LE7]:** Is there a reason for expanded eligibility? What constitutes relevant experience and capacity?

**Commented [EM8]:** The language is verbatim from ESS/ Sec 3131, eligibility was expanded which also includes non-profit entities.

Applicants must demonstrate in their proposal, the experience and capacity relevant to providing professional development to teachers of English learners. The independent panel reviewers will determine whether or not the applicant(s) sufficiently demonstrate capacity and will score the applications accordingly.

large print, audiotape, or compact disc) by contacting the person listed under Accessible Format in section VIII of this notice.

2. a. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

We will be able to develop a more efficient process for reviewing grant applications if we know the approximate number of applicants that intend to apply for funding under this competition. Therefore, the Secretary strongly encourages each potential applicant to notify us of the applicant's intent to submit an application by emailing [NPD2017@ed.gov](mailto:NPD2017@ed.gov) with the subject line "Intent to Apply" and include in the content of the email the following information: (1) the applicant organization's name and address, and (2) any competitive preference priority or priorities and invitational priority or priorities the applicant is addressing in the application. Applicants that do not provide notice of their intent to apply may still submit an application.

Page Limit: The application narrative (Part III of the

application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit the application narrative to no more than 35 pages. Applicants are also strongly encouraged not to include lengthy appendices that contain information that they were unable to include within the page limits for the narrative.

Applicants must use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The page limit for the application does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the bibliography, or the letters of support of the application. However, the page limit does apply to all of

the application narrative section [Part III] of the application.

b. Submission of Proprietary Information:

Given the types of projects that may be proposed in applications for the NPD program, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define "business information" and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. §552, as amended).

Consistent with the process followed in the prior NPD competitions, we may post the project narrative section of funded NPD applications on the Department's Web site so you may wish to request confidentiality of business information. Identifying proprietary information in the submitted application will help facilitate this public disclosure process.

Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or

numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Submission Dates and Times:

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Informational Meetings: The NPD program intends to hold Webinars designed to provide technical assistance to interested applicants. Detailed information regarding these meetings will be provided on the NPD Web site at <http://www2.ed.gov/programs/nfdp/applicant.html>

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this competition must be submitted electronically using the Grants.gov application site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Other Submission Requirements in section IV of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the

application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central

Contractor Registry), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you entered into the SAM database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow

sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: [www2.ed.gov/fund/grant/apply/sam-faqs.html](http://www2.ed.gov/fund/grant/apply/sam-faqs.html).

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:  
[www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).

7. Other Submission Requirements:

Applications for grants for the NPD program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the NPD program, CFDA number 84.365Z, must be submitted electronically using the Grants.gov Apply site (Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the NPD program at [www.Grants.gov](http://www.Grants.gov). You must search for the

downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.365, not 84.365Z).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at [www.G5.gov](http://www.G5.gov). In addition, for specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a read-only, Portable Document Format (PDF). Do not upload an interactive or fillable PDF file (e.g., Word, Excel, WordPerfect, etc.). If you upload a file type other than a read-only, PDF or submit a password-protected file, we will not review that material. Please note that this could result in your application not being considered for funding because the material in question--for example, the project narrative--is critical to a meaningful review of your proposal. For that reason it is important to allow yourself adequate time to upload all material as PDF files. The Department will not convert material from other formats to PDF.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only, not receipt by the Department. Grants.gov will also notify you automatically by email if your application met all the Grants.gov validation requirements or if there were any errors (such as submission of your application by someone other than a registered Authorized Organization Representative, or inclusion of an attachment with a file name that contains special characters). You will be given an opportunity to correct any errors and resubmit, but you must still meet the deadline for submission of applications.

Once your application is successfully validated by Grants.gov, the Department will retrieve your application from Grants.gov and send you an email with a unique PR/Award number for your application.

These emails do not mean that your application is without any disqualifying errors. While your application may have been successfully validated by Grants.gov, it must also meet the Department's application requirements as specified in this notice and in the application instructions. Disqualifying errors could include, for

instance, failure to upload attachments in a read-only, PDF; failure to submit a required part of the application; or failure to meet applicant eligibility requirements. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further

Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Patrice Swann, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C144, Washington, DC 20202-6510. FAX: (202)260-5496.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

We will not consider applications postmarked after the application deadline date.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
550 12th Street, SW.  
Room 7039, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from section 34 CFR 75.210. The maximum score for all of these criteria is 100 points (not including competitive preference priority points). The maximum score for each criterion is indicated in parentheses.

(a) Quality of the project design. (up to 45 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replications of project activities or strategies including information about the effectiveness of the approach or strategies employed by the project.

(3) ~~\_\_\_\_\_~~

(b) Quality of project personnel. (up to 10 points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the following factors:

(1) The qualifications, including relevant training and experience, of the project director or principal investigator.

~~(2) The qualifications, including relevant training and experience, of key project personnel.~~

(c) Quality of the management plan. (up to 25 points)

**Commented [EM9]:** We think it would be helpful to discuss this suggestion. The proposed selection factor does not appear to link well to the purpose of this program – improving teacher capacity is the overall goal of the NPD program.

In relooking at the EDGAR selection criteria, we could add the factor “the extent to which the training or professional development services to be provided by the proposed project are of sufficiently, quality, intensity, duration, to lead to improvements in practice among the recipients for those services.” However, we would like to discuss because it is not clear this factor (although appropriate) adds value.

**Deleted:** The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment

**Deleted:** or build capacity for independent living

**Deleted:** The extent to which the proposed project is supported by strong theory (as defined in this notice).

**Deleted:** (1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

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The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(2) The extent to which the time commitment of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(d) Quality of the project evaluation. (up to 20 points)

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(2) The extent to which the methods of evaluation will, if well implemented, produce evidence about the

project's effectiveness that would meet the What Works Clearinghouse Evidence Standards with reservations.

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

~~(4) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes.~~

Commented [BM13]: In addition to or instead of 1-3 above

Commented [EM14]: Accepted edit to add item 4.

Note: The following are technical assistance resources on evaluation: (1) WWC Procedures and Standards Handbook: <http://ies.ed.gov/ncee/wwc/references/idocviewer/doc.aspx?docid=19&tocid=1;>

and (2) IES/NCEE Technical Methods papers: [http://ies.ed.gov/ncee/tech\\_methods](http://ies.ed.gov/ncee/tech_methods).

In addition, we invite applicants to view two Webinar recordings that were hosted by the Institute of Education Sciences. The first Webinar addresses strategies for designing and executing well-designed quasi-experimental design studies. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=23>. The second Webinar focuses on more rigorous evaluation designees, including strategies for designing and executing

randomized controlled trials. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=18>.

2. Review and Selection Process: The Department will screen applications that are submitted for NPD grants in accordance with the requirements in this notice and determine which applications meet the eligibility and other requirements. Peer reviewers will review all eligible applications for NPD grants that are submitted by the established deadline.

Applicants should note, however, that we may screen for eligibility at multiple points during the competition process, including before and after peer review; applicants that are determined to be ineligible will not receive a grant award regardless of peer reviewer scores or comments. If we determine that an NPD grant application does not meet an NPD requirement, the application will not be considered for funding.

For NPD grant applications, the Department intends to conduct a two-part review process to review and score all eligible applications. Content reviewers will review and score all eligible applications on the following three selection criteria: (a) Quality of the project design; (b) Quality of project personnel; and (c) Quality of the management plan. These reviewers will also review and

score the second competitive preference priority. Peer reviewers with evaluation expertise will review and score selection criterion (d) Quality of the project evaluation.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

### 3. Risk Assessment and Special Conditions:

Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may

impose special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$150,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through SAM. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

#### VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your

approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms.html>.

(c) The Secretary may provide a grantee with additional funding for data collection, analysis, and reporting. In this case the Secretary establishes a data collection period.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement.

(a) Measures. The Department has developed the following GPRA performance measures for evaluating the overall effectiveness of the NPD program:

Measure 1: The number and percentage of program participants who complete the preservice program. Completion is defined by the applicant in the submitted application.

Measure 2: The number and percentage of program participants who complete the inservice program. Completion is defined by the applicant in the submitted application.

Measure 3: The number and percentage of program completers, as defined by the applicant under measures 1 and 2, who are State certified, licensed, or endorsed in EL instruction.

**Commented [15]:** Can student outcomes be added more explicitly here?

**Commented [EM16]:** If student is defined as the teachers the professional development training courses that this project is designed for, then we included measures 4, 5, and 6 to collect that data.

If student is defined as children who are impacted by the E teachers who participated in professional development courses then, unfortunately, the data infrastructure that it would take to track students/children doesn't exist at the moment. In addition, SEAs and LEAs do not have the resources nor the capacity required to measure outcomes at that level.

In general, these measures are determined through consultation with Budget Service and OMB.

Measure 4: The percentage of program completers who rate the program as effective in preparing them to serve EL students.

Measure 5: The percentage of school leaders, other educators, and employers of program completers who rated the program as effective in preparing their teachers, or other educators, to serve ELs or improve their abilities to serve ELs effectively.

Measure 6: For projects that received competitive preference points for Competitive Priority 2, the percentage of program completers who rated the program as effective, as defined by the grantees, in increasing their knowledge and skills related to parent, family, and community engagement.

(b) Baseline data. Applicants must provide baseline (as defined in this notice) data for each of the project performance measures listed in (a) and explain how each proposed baseline data is related to program outcomes; or, if the applicant has determined that there are no established baseline data for a particular performance measure, explain why there is no established baseline and explain how and when, during the project period, the applicant will establish a baseline for the performance measure.

(c) Performance measure targets. In addition, the applicant must propose in its application annual targets for the measures listed in paragraph (a). Applications must also include the following information as directed under 34 CFR 75.110(b):

(1) Why each proposed performance target is ambitious (as defined in this notice) yet achievable compared to the baseline for the performance measure.

(2) The data collection and reporting methods the applicant would use and why those methods are likely to yield reliable, valid, and meaningful performance data; and

(3) The applicant's capacity to collect and report reliable, valid, and meaningful performance data, as evidenced by high-quality data collection, analysis, and reporting in other projects or research.

Note: If the applicant does not have experience with collection and reporting of performance data through other projects or research, the applicant should provide other evidence of capacity to successfully carry out data collection and reporting for its proposed project.

(d) Performance Reports. All grantees must submit an annual performance report and final performance report with information that is responsive to these performance

measures. The Department will consider this data in making annual continuation awards.

(e) Department Evaluations. Consistent with 34 CFR 75.591, grantees funded under this program shall comply with the requirements of any evaluation of the program conducted by the Department or an evaluator selected by the Department.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: Samuel Lopez, U.S.  
Department of Education, 400 Maryland Avenue, SW., room  
5C152, Washington, DC 20202. Telephone: (202) 401-4300.  
FAX: (202) 205-1229 or by email at NPD2017@ed.gov.

If you use a TDD or a TTY, call the Federal Relay  
Service, toll free, at 1-800-877-8339.

#### VIII. Other Information

Accessible Format: Individuals with disabilities can  
obtain this document and a copy of the application package  
in an accessible format (e.g., braille, large print,  
audiotape, or compact disc) on request to the program  
contact person listed under For Further Information Contact  
in section VII of this notice.

Electronic Access to This Document: The official version  
of this document is the document published in the Federal  
Register. Free Internet access to the official edition of  
the Federal Register and the Code of Federal Regulations is  
available via the Federal Digital System at:  
[www.gpo.gov/fdsys](http://www.gpo.gov/fdsys). At this site you can view this  
document, as well as all other documents of this Department  
published in the Federal Register, in text or PDF. To use  
PDF you must have Adobe Acrobat Reader, which is available  
free at the site.

You may also access documents of the Department published in the Federal Register by using the article search feature at: [www.federalregister.gov](http://www.federalregister.gov). Specifically, through the advanced search feature at this site, you can limit your search to documents published by the Department.

Dated:

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Supreet Anand,  
Deputy Director Office of English  
Language Acquisition.

**Anand, Supreet**

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**Subject:** FW: OELA's NIA for new grant competition  
**Location:** 5C132

**Start:** Thursday, February 09, 2017 9:30 AM  
**End:** Thursday, February 09, 2017 10:00 AM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Anand, Supreet  
**Required Attendees:** Hansen, Taylor; Lee, Ebony; Brickman, Michael; McHugh, Erin; Escalante, Melissa; Holte, Allison  
**Optional Attendees:** Conaty, Joe

**Attachments:** 170117\_NPD NIA FY 17\_1.27.17 redlined version  
2.8.17.docx

-----Original Appointment-----

**From:** Anand, Supreet  
**Sent:** Wednesday, February 08, 2017 5:17 PM  
**To:** Anand, Supreet; Lee, Ebony; Brickman, Michael; McHugh, Erin; Escalante, Melissa; Holte, Allison  
**Cc:** Conaty, Joe; Hansen, Taylor  
**Subject:** OELA's NIA for new grant competition  
**When:** Thursday, February 09, 2017 9:30 AM-10:00 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** 5C132

We have an empty room on our floor that we can use. If you all would like to meet elsewhere, please let me know.

Taylor Hansen is not on outlook yet, please forward the invite to him.

4000-01-U

DEPARTMENT OF EDUCATION

Application for New Awards; National Professional  
Development Program

AGENCY: Office of English Language Acquisition, Department  
of Education.

ACTION: Notice.

Overview Information:

National Professional Development Program

Notice inviting applications for new awards for fiscal year  
(FY) 2017.

Catalog of Federal Domestic Assistance (CFDA) Number:  
84.365Z,

Dates:

Applications Available: [INSERT DATE OF PUBLICATION IN THE  
FEDERAL REGISTER].

Deadline for Notice of Intent to Apply: [INSERT DATE 20  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Transmittal of Applications: [INSERT DATE 60  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Deadline for Intergovernmental Review: [INSERT DATE 120  
DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: The National Professional Development (NPD) program, authorized by section 3131(c)(1)(C) of the Elementary and Secondary Education Act of 1965 as amended by the Every Student Succeeds Act (hereafter in this notice referred to as the ESEA), awards grants on a competitive basis, for a period of not more than five years, to institutions of higher education (IHEs) or public or private entities with relevant experience and capacity, in consortia with State educational agencies (SEAs) or local educational agencies (LEAs). The purpose of these grants is to provide professional development activities that will improve classroom instruction for English learners (ELs) and assist educational personnel working with such children to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Grants awarded under this program may be used--

(1) For effective pre-service or inservice professional development programs that will improve the qualifications and skills of educational personnel involved in the education of ELs, including personnel who are not certified or licensed and educational paraprofessionals, and for other activities to increase teacher and school leader effectiveness in meeting the needs of ELs;

(2) For the development of program curricula appropriate to the needs of the consortia participants involved;

(3) To support strategies that strengthen and increase parent, family, and community member engagement in the education of ELs;

(4) To develop, share, and disseminate effective practices in the instruction of ELs and in increasing the student academic achievement of ELs, including the use of technology-based programs;

(5) In conjunction with other Federal need-based student financial assistance programs, for financial assistance, including costs related to tuition, fees, and books for enrolling in courses required to complete the degree involved, to meet certification or licensing requirements for teachers who work in language instruction educational programs or serve ELs; and

(6) As appropriate, to support strategies that promote school readiness of ELs and their transition from early childhood education programs, such as Head Start or State-run preschool programs, to elementary school programs.

Background:

Educator effectiveness is the most important in-school factor affecting student achievement and success.<sup>1</sup> The NPD program is a Federal grant program that offers professional development specifically for educators of ELs. Through its competitions, the NPD program intends to improve the academic achievement of ELs by supporting pre-service and inservice practices for teachers and other staff, including school leaders, working with ELs.

Through previous competitions, the NPD program has funded a range of grantees that are currently implementing 121 projects across the country. As the EL population continues to grow, it has become increasingly important to identify and support practices implemented by educators of ELs that effectively improve student learning outcomes.

However, there are limited studies that provide evidence about how to best prepare and support educators of ELs in ways that will ultimately improve student learning and outcomes. The existing studies that the Department has identified typically do not meet the highest standards for rigor, and largely focus on professional development for

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<sup>1</sup>Calderón, M., Slavin, R., and Sánchez, M. (2011). Effective instruction for English learners. *Future of Children*, 21(1), 103-127.

in-service teachers; few focused on preparation for pre-service teachers.

Nonetheless, the body of evidence on effective language, literacy, and content instruction for ELs, including specific instructional practices for English language acquisition, is growing steadily, as documented by the 2014 What Works Clearinghouse (WWC) Practice Guide for teaching ELs, available at:

<http://ies.ed.gov/ncee/wwc/PracticeGuide.aspx?sid=19>. To encourage the use of evidence to increase the effectiveness of projects funded by NPD, the Department has included a competitive preference priority for projects designed to improve academic outcomes for ELs using strategies supported by moderate evidence of effectiveness (as defined in this document).

In addition, in order to increase the body of evidence available to inform improved instruction for ELs, we encourage NPD applicants to propose projects that include a rigorous evaluation of proposed activities that, if well-implemented, would meet the WWC Evidence Standards with reservations. We believe that such evaluations will help ensure that projects funded under the NPD program are part of a learning agenda that expands the knowledge base on

effective EL practices to ultimately enable all ELs to achieve postsecondary and career success.

For the FY 2017 NPD competition, the Department is particularly interested in supporting projects that improve parental, family, and community engagement. Literature suggests that educators who involve families in their children's education can strengthen their instructional effectiveness with ELs.<sup>2,3</sup> Providing professional development that enhances educators' abilities to build meaningful relationships with students' families may also support students' learning at home. Accordingly, this notice includes a competitive preference priority related to improving parent, family, and community engagement.

The Department is also interested in supporting dual language acquisition approaches that are effective in developing biliteracy skills. Evidence suggests that students who are biliterate have certain cognitive and social benefits compared to their monolingual peers.

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<sup>2</sup>Chen, C., Kyle, D.W., and McIntyre, M. (2008). Helping teachers work effectively with English language learners and their families. *The School Community Journal*, 18 (1), 7-20.

<sup>3</sup>Waterman, R. and Harry, B. (2008). *Building Collaboration Between Schools and Parents of English Language Learners: Transcending Barriers, Creating Opportunities*. Tempe, AZ: National Center for Culturally Responsive Educational Systems.

Further, recent research<sup>4</sup> suggests that despite initial lags, students in well-implemented dual language programs eventually perform equal to or better than their counterparts in English-only programs.

In addition, we recognize that linguistic and cultural diversity is an asset, and that dual language approaches may also enhance the preservation of heritage languages and cultures. These approaches may be particularly impactful for diverse populations of ELs, such as immigrant children and youth and Native American students.

Finally, we are interested in the development of the early learning workforce. In this competition, we encourage pre-service preparation for early learning educators so that they can successfully support ELs. Because the foundational knowledge of developmental learning and language acquisition skills applies across all levels of teaching ELs, including at the secondary level, we also encourage projects that will include this knowledge building for educators at all levels.

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<sup>4</sup> Valentino, R.A., and Reardon, S.F. (2015). Effectiveness of four instructional programs designed to serve English language learners: Variation by ethnicity and initial English proficiency. Educational Evaluation and Policy Analysis, doi: 10.3102/0162373715573310.

**Commented [BM1]:** See comment on page 11

**Commented [EM2]:**

We chose this approach because it encourages applicants to utilize dual language approaches, which promotes biliteracy as an asset model and moves the field away from a deficit model (e.g., limited English proficient). Additionally, a growing evidence base indicates the advantages of biliteracy for English only individuals and English learners (ELs).

Note that as an invitational priority, no points are awarded applicants that choose to address the priority and no "penalty" to those that do not.

Priorities: This notice includes one absolute priority, two competitive preference priorities, and two invitational priorities. The absolute priority is from section 3131 of the ESEA (20 U.S.C. 6861). Competitive Preference Priority 1 is from 34 CFR 75.226. Competitive Preference Priority 2 is from the Department's notice of final supplemental priorities and definitions (Supplemental Priorities), published in the Federal Register on December 10, 2014 (79 FR 73425).

Absolute Priority: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, this priority is an absolute priority. Under 34 CFR 75.105(c)(3) we consider only applications that meet this priority.

This priority is:

Providing Professional Development to Improve Instruction for English Learners.

Under this priority we provide funding to projects that provide professional development activities that will improve classroom instruction for ELs and assist educational personnel working with ELs to meet high professional standards, including standards for certification and licensure as teachers who work in language instruction educational programs or serve ELs.

Competitive Preference Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applications from this competition, these priorities are competitive preference priorities. Under 34 CFR 75.105(c)(2)(i), we award an additional five points to an application that meets competitive preference priority 1, and we award up to an additional five points to an application depending on how well the application meets competitive preference priority 2. An application may be awarded up to a maximum of 10 additional points under these competitive preference priorities. Applicants may address none, one, or both of the competitive preference priorities. An applicant must clearly identify in the project abstract and the project narrative section of its application the competitive preference priority or priorities it wishes the Department to consider for purposes of earning competitive preference priority points.

These priorities are:

Competitive Preference Priority 1--Moderate Evidence of Effectiveness (0 or 5 points).

Projects that are supported by moderate evidence of effectiveness (as defined in this notice).

Competitive Preference Priority 2--Improving Parent, Family, and Community Engagement (up to 5 points).

Projects that are designed to improve student outcomes through one or more of the following:

(a) Developing and implementing systemic initiatives (as defined in this notice) to improve parent and family engagement (as defined in this notice) by expanding and enhancing the skills, strategies, and knowledge (including techniques or use of technological tools needed to effectively communicate, advocate, support, and make informed decisions about the student's education) of parents and families.

(b) Providing professional development that enhances the skills and competencies of school or program leaders, principals, teachers, practitioners, or other administrative and support staff to build meaningful relationships with students' parents or families through systemic initiatives (as defined in this notice) that may also support students' learning at home.

(c) Implementing initiatives that improve community engagement (as defined in this notice), the relationships between parents or families and school or program staff by cultivating sustained partnerships (as defined in this

notice).

Invitational Priorities: For FY 2017 and any subsequent year in which we make awards from the list of unfunded applicants from this competition, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1) we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

Invitational Priority 1--Dual Language Approaches.

We encourage applicants to propose projects to improve educator preparation and professional learning for dual language implementation models to support effective instruction for ELs. In particular, we encourage such approaches to take into account the unique needs of recently arrived limited English proficient students, immigrant children and youth, and Native American students, who are members of Federally recognized Indian tribes.

Invitational Priority 2--Supporting the Early Learning Workforce to Serve ELs and Apply the Same Developmental Learning Content to All Levels of Teacher Preparation.

Commented [EM3]: See response to question/comment BMI on pages 6-7.

Commented [4]: Why was this approach chosen over alternative approaches to English language learning?

We encourage applicants to propose projects that improve the quality and effectiveness of the early learning workforce, including administrators, so that they have the necessary knowledge, skills, and abilities to improve ELs' cognitive, health, social-emotional, and dual language development. Early learning programs are designed to improve early learning and development outcomes across one or more of the essential domains of school readiness (as defined in this notice) for children from birth through third grade (or for any age group within this range). Further, we encourage applicants to include in such projects these foundational professional learning domains for educators at all levels of teaching, including secondary preparation.

Definitions: The following definitions are from 34 CFR 77.1, 34 CFR 200.6, the Supplemental Priorities, sections 3201 and 8101 of the ESEA (20 U.S.C. 7011 and 7801), and section 101(a) of the Higher Education Act of 1965 (HEA) (20 U.S.C. 1001), and apply to the priorities and selection criteria in this notice. The source of each definition is noted in parentheses following the text of the definition.

Ambitious means promoting continued, meaningful improvement for program participants or for other

individuals or entities affected by the grant, or representing a significant advancement in the field of education research, practices, or methodologies. When used to describe a performance target, whether a performance target is ambitious depends upon the context of the relevant performance measure and the baseline for that measure. (34 CFR 77.1)

Baseline means the starting point from which performance is measured and targets are set. (34 CFR 77.1)

Community engagement means the systematic inclusion of community organizations as partners with State educational agencies, local educational agencies, or other educational institutions, or their school or program staff to accomplish activities that may include developing a shared community vision, establishing a shared accountability agreement, participating in shared data-collection and analysis, or establishing community networks that are focused on shared community-level outcomes. These

organizations may include faith- and community-based organizations, institutions of higher education (including minority-serving institutions eligible to receive aid under Title III or Title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than

**Commented [LE5]:** Why was this list of activities highlighted? Less may be more in this instance. Consider eliminating this list of examples.

**Commented [EM6]:** The definition was established via rulemaking and is verbatim from the Supplemental Priority and supports the Competitive Preference Priority #2 – Improving Parent, Family, and Community Engagement (see page 10). We do not have the ability to revise the definition through this NIA.

the Department. (Supplemental Priorities)

English learner means an individual who is limited English proficient (LEP), which, by statute, means an individual--

(A) Who is aged 3 through 21;

(B) Who is enrolled or preparing to enroll in an elementary school or secondary school;

(C) (i) Who was not born in the United States or whose native language is a language other than English;

(ii) (I) Who is a Native American or Alaska Native, or a Native resident of the outlying areas; and

(II) Who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or

(iii) Who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and

(D) Whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual--

(i) The ability to meet challenging State academic standards;

(ii) The ability to successfully achieve in classrooms where the language of instruction is English; or

(iii) The opportunity to participate fully in society. (Section 8101 of the ESEA)

Essential domains of school readiness means the domains of language and literacy development, cognition and general knowledge (including early mathematics and early scientific development), approaches toward learning (including the utilization of the arts), physical well-being and motor development (including adaptive skills), and social and emotional development. (Supplemental Priorities)

Immigrant children and youth means individuals who

(A) Are aged 3 through 21;

(B) Were not born in any State; and

(C) Have not been attending one or more schools in any one or more States for more than 3 full academic years. (Section 3201 of the ESEA)

Institution of higher education has the meaning given that term in Section 101(a) of the Higher Education Act of 1965.

Language instruction educational program means an instruction course--

(A) In which an English learner is placed for the purpose of developing and attaining English proficiency, while meeting challenging State academic standards; and,

(B) That may make instructional use of both English and a child's native language to enable the child to develop and attain English proficiency, and may include the participation of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language. (Section 3201 of the ESEA)

Large sample means an analytic sample of 350 or more students (or other single analysis units), or 50 or more groups (such as classrooms or schools) that contain 10 or more students (or other single analysis units). (34 CFR 77.1)

Logic model (also referred to as theory of action) means a well-specified conceptual framework that identifies key components of the proposed process, product, strategy, or practice (i.e., the active "ingredients" that are hypothesized to be critical to achieving the relevant outcomes) and describes the relationships among the key components and outcomes, theoretically and operationally. (34 CFR 77.1.)

Moderate evidence of effectiveness means one of the following conditions is met:

(A) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards without reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), and includes a sample that overlaps with the populations or settings proposed to receive the process, product, strategy, or practice.

(B) There is at least one study of the effectiveness of the process, product, strategy, or practice being proposed that meets the What Works Clearinghouse Evidence Standards with reservations, found a statistically significant favorable impact on a relevant outcome (with no statistically significant and overriding unfavorable impacts on that outcome for relevant populations in the study or in other studies of the intervention reviewed by and reported on by the What Works Clearinghouse), includes a sample that overlaps with the populations or settings

proposed to receive the process, product, strategy, or practice, and includes a large sample and a multi-site sample. (34 CFR 77.1) Note: Multiple studies can cumulatively meet the large and multi-site sample requirements as long as each study meets the other requirements in this paragraph.

Multi-site sample means more than one site, where site can be defined as an LEA, locality, or State. (34 CFR 77.1)

Parent and family engagement means the systematic inclusion of parents and families, working in partnership with SEAs, State lead agencies (under Part C of the Individuals with Disabilities Education Act (IDEA) or the State's Race to the Top-Early Learning Challenge grant), LEAs, or other educational institutions, or their staff, in their child's education, which may include strengthening the ability of (A) parents and families to support their child's education; and (B) school or program staff to work with parents and families. (Supplemental Priorities)

Recently arrived limited English proficient student is a student with limited English proficiency who has attended schools in the United States for less than twelve months. The phrase "schools in the United States" includes only

schools in the 50 States and the District of Columbia. (34 CFR 200.6(b)(4)(iv))

Relevant outcome means the student outcome(s) (or the ultimate outcome if not related to students) the proposed process, product, strategy, or practice is designed to improve; consistent with the specific goals of a program. (34 CFR 77.1)

Strong theory means a rationale for the proposed process, product, strategy, or practice that includes a logic model (as defined in this notice). (34 CFR 77.1)

Note: Applicants may use resources such as the Pacific Education Laboratory's Education Logic Model Application (<http://relpacific.mcrel.org/resources/elm-app>) to help design their logic models.

Student achievement means--For grades and subjects in which assessments are required under section 1111(b)(3) of the ESEA: (1) a student's score on such assessments; and, as appropriate (2) other measures of student learning, such as those described in the subsequent paragraph, provided that they are rigorous and comparable across schools within an LEA.

For grades and subjects in which assessments are not required under section 1111(b)(3) of the ESEA: (1) alternative measures of student learning and performance,

such as student results on pre-tests, end-of-course tests, and objective performance-based assessments; (2) student learning objectives; (3) student performance on English language proficiency assessments; and (4) other measures of student achievement that are rigorous and comparable across schools within an LEA (Supplemental Priorities). Note: The ESEA's provisions on required academic assessment are, as a result of the ESEA's amendment by the Every Student Succeeds Act, found at section 1111(b) (2) rather than 1111(b) (3) .

Sustained partnership means a relationship that has demonstrably adequate resources and other support to continue beyond the funding period and that consist of community organizations as partners with an LEA and one or more of its schools. These organizations may include faith- and community-based organizations, IHES (including minority-serving institutions eligible to receive aid under title III or title V of the Higher Education Act of 1965), businesses and industries, labor organizations, State and local government entities, or Federal entities other than the Department. (Supplemental Priorities)

Systemic initiative means a policy, program, or activity that includes parent and family engagement as a core component and is designed to meet critical educational

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goals, such as school readiness, student achievement, and school turnaround. (Supplemental Priorities)

What Works Clearinghouse Evidence Standards means the standards set forth in the What Works Clearinghouse Procedures and Standards Handbook (Version 3.0, March 2014), which can be found at the following link:  
<http://ies.ed.gov/ncee/wwc/DocumentSum.aspx?sid=19>. (34 CFR 77.1)

Program Authority: 20 U.S.C. 6861

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 75, 77, 79, 81, 82, 84, 86, 97, 98, and 99. (b) The Office of Management and Budget Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement) in 2 CFR part 180, as adopted and amended as regulations of the Department in 2 CFR part 3485. (c) The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR part 200, as adopted and amended in 2 CFR part 3474. (d) The Supplemental Priorities.

Note: The regulations in 34 CFR part 86 apply to IHEs only.

## II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds:

The Further Continuing and Security Assistance Appropriations Act, 2017, would provide, on an annualized basis, \$735,998,203, of which we intend to use an estimated \$20,000,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process if Congress appropriated funds for this program. Contingent upon the availability of funds and the quality of applications, we may make additional awards in FY 2018 or later years from the list of unfunded applicants from this competition.

Estimated Range of Awards: \$350,000-550,000.

Estimated Average Size of Awards: \$450,000.

Maximum Award: \$550,000 per year.

Estimated Number of Awards: 44.

Note: The Department is not bound by any estimates in this notice.

Project Period: 60 months.

III. Eligibility Information

1. Eligible Applicants: Entities eligible to apply for NPD grants are IHEs, or public or private entities with

relevant experience and capacity, in consortia with LEAs or SEAs.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

#### IV. Application and Submission Information

1. Address to Request Application Package: You can obtain an application package via the Internet or from the Education Publications Center (ED Pubs). To obtain a copy via the Internet, use the following address:  
[www.ed.gov/fund/grant/apply/grantapps/index.html](http://www.ed.gov/fund/grant/apply/grantapps/index.html). To obtain a copy from ED Pubs, write, fax, or call: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also:  
[www.EDPubs.gov](http://www.EDPubs.gov) or at its email address:  
[edpubs@inet.ed.gov](mailto:edpubs@inet.ed.gov).

If you request an application package from ED Pubs, be sure to identify this program or competition as follows:  
CFDA 84.365Z.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille,

**Commented [LE7]:** Is there a reason for expanded eligibility? What constitutes relevant experience and capacity?

**Commented [EM8]:** The language is verbatim from ESS/ Sec 3131, eligibility was expanded which also includes non-profit entities.

Applicants must demonstrate in their proposal, the experience and capacity relevant to providing professional development to teachers of English learners. The independent panel reviewers will determine whether or not the applicant(s) sufficiently demonstrate capacity and will score the applications accordingly.

large print, audiotape, or compact disc) by contacting the person listed under Accessible Format in section VIII of this notice.

2. a. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this competition.

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

We will be able to develop a more efficient process for reviewing grant applications if we know the approximate number of applicants that intend to apply for funding under this competition. Therefore, the Secretary strongly encourages each potential applicant to notify us of the applicant's intent to submit an application by emailing [NPD2017@ed.gov](mailto:NPD2017@ed.gov) with the subject line "Intent to Apply" and include in the content of the email the following information: (1) the applicant organization's name and address, and (2) any competitive preference priority or priorities and invitational priority or priorities the applicant is addressing in the application. Applicants that do not provide notice of their intent to apply may still submit an application.

Page Limit: The application narrative (Part III of the

application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. We recommend that you limit the application narrative to no more than 35 pages. Applicants are also strongly encouraged not to include lengthy appendices that contain information that they were unable to include within the page limits for the narrative.

Applicants must use the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial.

The page limit for the application does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the bibliography, or the letters of support of the application. However, the page limit does apply to all of

the application narrative section [Part III] of the application.

b. Submission of Proprietary Information:

Given the types of projects that may be proposed in applications for the NPD program, your application may include business information that you consider proprietary. In 34 CFR 5.11 we define "business information" and describe the process we use in determining whether any of that information is proprietary and, thus, protected from disclosure under Exemption 4 of the Freedom of Information Act (5 U.S.C. §552, as amended).

Consistent with the process followed in the prior NPD competitions, we may post the project narrative section of funded NPD applications on the Department's Web site so you may wish to request confidentiality of business information. Identifying proprietary information in the submitted application will help facilitate this public disclosure process.

Consistent with Executive Order 12600, please designate in your application any information that you believe is exempt from disclosure under Exemption 4. In the appropriate Appendix section of your application, under "Other Attachments Form," please list the page number or

numbers on which we can find this information. For additional information please see 34 CFR 5.11(c).

3. Submission Dates and Times:

Notice of Intent to Apply: [INSERT DATE 20 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Informational Meetings: The NPD program intends to hold Webinars designed to provide technical assistance to interested applicants. Detailed information regarding these meetings will be provided on the NPD Web site at <http://www2.ed.gov/programs/nfdp/applicant.html>

Deadline for Transmittal of Applications: [INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

Applications for grants under this competition must be submitted electronically using the Grants.gov application site. For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to Other Submission Requirements in section IV of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the

application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: [INSERT DATE 120 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER].

4. Intergovernmental Review: This competition is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this competition.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and System for Award Management: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the System for Award Management (SAM) (formerly the Central

Contractor Registry), the Government's primary registrant database;

c. Provide your DUNS number and TIN on your application; and

d. Maintain an active SAM registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet at the following Web site: <http://fedgov.dnb.com/webform>. A DUNS number can be created within one to two business days.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow two to five weeks for your TIN to become active.

The SAM registration process can take approximately seven business days, but may take upwards of several weeks, depending on the completeness and accuracy of the data you entered into the SAM database. Thus, if you think you might want to apply for Federal financial assistance under a program administered by the Department, please allow

sufficient time to obtain and register your DUNS number and TIN. We strongly recommend that you register early.

Note: Once your SAM registration is active, it may be 24 to 48 hours before you can access the information in, and submit an application through, Grants.gov.

If you are currently registered with SAM, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your registration annually. This may take three or more business days.

Information about SAM is available at [www.SAM.gov](http://www.SAM.gov). To further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account, we have prepared a SAM.gov Tip Sheet, which you can find at: [www2.ed.gov/fund/grant/apply/sam-faqs.html](http://www2.ed.gov/fund/grant/apply/sam-faqs.html).

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined at the following Grants.gov Web page:  
[www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).

7. Other Submission Requirements:

Applications for grants for the NPD program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the NPD program, CFDA number 84.365Z, must be submitted electronically using the Grants.gov Apply site (Grants.gov). Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not email an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for the NPD program at [www.Grants.gov](http://www.Grants.gov). You must search for the

downloadable application package for this competition by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.365, not 84.365Z).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.

- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this competition to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at [www.G5.gov](http://www.G5.gov). In addition, for specific guidance and procedures for submitting an application through Grants.gov, please refer to the Grants.gov Web site at: [www.grants.gov/web/grants/applicants/apply-for-grants.html](http://www.grants.gov/web/grants/applicants/apply-for-grants.html).

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a read-only, Portable Document Format (PDF). Do not upload an interactive or fillable PDF file (e.g., Word, Excel, WordPerfect, etc.). If you upload a file type other than a read-only, PDF or submit a password-protected file, we will not review that material. Please note that this could result in your application not being considered for funding because the material in question--for example, the project narrative--is critical to a meaningful review of your proposal. For that reason it is important to allow yourself adequate time to upload all material as PDF files. The Department will not convert material from other formats to PDF.

- Your electronic application must comply with any page-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only, not receipt by the Department. Grants.gov will also notify you automatically by email if your application met all the Grants.gov validation requirements or if there were any errors (such as submission of your application by someone other than a registered Authorized Organization Representative, or inclusion of an attachment with a file name that contains special characters). You will be given an opportunity to correct any errors and resubmit, but you must still meet the deadline for submission of applications.

Once your application is successfully validated by Grants.gov, the Department will retrieve your application from Grants.gov and send you an email with a unique PR/Award number for your application.

These emails do not mean that your application is without any disqualifying errors. While your application may have been successfully validated by Grants.gov, it must also meet the Department's application requirements as specified in this notice and in the application instructions. Disqualifying errors could include, for

instance, failure to upload attachments in a read-only, PDF; failure to submit a required part of the application; or failure to meet applicant eligibility requirements. It is your responsibility to ensure that your submitted application has met all of the Department's requirements.

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further

Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that the problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. We will contact you after we determine whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or

- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevents you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Patrice Swann, U.S. Department of Education, 400 Maryland Avenue, SW., room 5C144, Washington, DC 20202-6510. FAX: (202)260-5496.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
LBJ Basement Level 1  
400 Maryland Avenue, SW.  
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.

(2) A mail receipt that is not dated by the U.S. Postal Service.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

We will not consider applications postmarked after the application deadline date.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education  
Application Control Center  
Attention: (CFDA Number 84.365Z)  
550 12th Street, SW.  
Room 7039, Potomac Center Plaza  
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

#### V. Application Review Information

1. Selection Criteria: The selection criteria for this competition are from section 34 CFR 75.210. The maximum score for all of these criteria is 100 points (not including competitive preference priority points). The maximum score for each criterion is indicated in parentheses.

(a) Quality of the project design. (up to 45 points)

The Secretary considers the quality of the design of the proposed project. In determining the quality of the design of the proposed project, the Secretary considers the following factors:

(1) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable.

(2) The extent to which the design for implementing and evaluating the proposed project will result in information to guide possible replications of project activities or strategies including information about the effectiveness of the approach or strategies employed by the project.

(3) ~~\_\_\_\_\_~~

(b) Quality of project personnel. (up to 10 points)

The Secretary considers the quality of the personnel who will carry out the proposed project. In determining the quality of project personnel, the Secretary considers the following factors:

(1) The qualifications, including relevant training and experience, of the project director or principal investigator.

~~(2) The qualifications, including relevant training and experience, of key project personnel.~~

(c) Quality of the management plan. (up to 25 points)

**Commented [EM9]:** We think it would be helpful to discuss this suggestion. The proposed selection factor does not appear to link well to the purpose of this program – improving teacher capacity is the overall goal of the NPD program.

In relooking at the EDGAR selection criteria, we could add the factor “the extent to which the training or professional development services to be provided by the proposed project are of sufficiently, quality, intensity, duration, to lead to improvements in practice among the recipients for those services.” However, we would like to discuss because it is not clear this factor (although appropriate) adds value.

**Deleted:** The likelihood that the services to be provided by the proposed project will lead to improvements in the skills necessary to gain employment

**Deleted:** or build capacity for independent living

**Deleted:** The extent to which the proposed project is supported by strong theory (as defined in this notice).

**Deleted:** (1) The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability.

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**Commented [EM12]:** Accepted suggested edit.

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The Secretary considers the quality of the management plan for the proposed project. In determining the quality of the management plan for the proposed project, the Secretary considers the following factors:

(1) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks.

(2) The extent to which the time commitment of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project.

(d) Quality of the project evaluation. (up to 20 points)

The Secretary considers the quality of the evaluation to be conducted of the proposed project. In determining the quality of the evaluation, the Secretary considers the following factors:

(1) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

(2) The extent to which the methods of evaluation will, if well implemented, produce evidence about the

project's effectiveness that would meet the What Works Clearinghouse Evidence Standards with reservations.

(3) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes.

~~(4) The extent to which the methods of evaluation will provide valid and reliable performance data on relevant outcomes.~~

Commented [BM13]: In addition to or instead of 1-3 above

Commented [EM14]: Accepted edit to add item 4.

Note: The following are technical assistance resources on evaluation: (1) WWC Procedures and Standards Handbook: <http://ies.ed.gov/ncee/wwc/references/idocviewer/doc.aspx?docid=19&tocid=1;>

and (2) IES/NCEE Technical Methods papers: [http://ies.ed.gov/ncee/tech\\_methods](http://ies.ed.gov/ncee/tech_methods).

In addition, we invite applicants to view two Webinar recordings that were hosted by the Institute of Education Sciences. The first Webinar addresses strategies for designing and executing well-designed quasi-experimental design studies. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=23>. The second Webinar focuses on more rigorous evaluation designees, including strategies for designing and executing

randomized controlled trials. This Webinar is available at: <http://ies.ed.gov/ncee/wwc/Multimedia.aspx?sid=18>.

2. Review and Selection Process: The Department will screen applications that are submitted for NPD grants in accordance with the requirements in this notice and determine which applications meet the eligibility and other requirements. Peer reviewers will review all eligible applications for NPD grants that are submitted by the established deadline.

Applicants should note, however, that we may screen for eligibility at multiple points during the competition process, including before and after peer review; applicants that are determined to be ineligible will not receive a grant award regardless of peer reviewer scores or comments. If we determine that an NPD grant application does not meet an NPD requirement, the application will not be considered for funding.

For NPD grant applications, the Department intends to conduct a two-part review process to review and score all eligible applications. Content reviewers will review and score all eligible applications on the following three selection criteria: (a) Quality of the project design; (b) Quality of project personnel; and (c) Quality of the management plan. These reviewers will also review and

score the second competitive preference priority. Peer reviewers with evaluation expertise will review and score selection criterion (d) Quality of the project evaluation.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d)(3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

### 3. Risk Assessment and Special Conditions:

Consistent with 2 CFR 200.205, before awarding grants under this program the Department conducts a review of the risks posed by applicants. Under 2 CFR 3474.10, the Secretary may

impose special conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

4. Integrity and Performance System: If you are selected under this competition to receive an award that over the course of the project period may exceed the simplified acquisition threshold (currently \$150,000), under 2 CFR 200.205(a)(2) we must make a judgment about your integrity, business ethics, and record of performance under Federal awards--that is, the risk posed by you as an applicant--before we make an award. In doing so, we must consider any information about you that is in the integrity and performance system (currently referred to as the Federal Awardee Performance and Integrity Information System (FAPIIS)), accessible through SAM. You may review and comment on any information about yourself that a Federal agency previously entered and that is currently in FAPIIS.

Please note that, if the total value of your currently active grants, cooperative agreements, and procurement contracts from the Federal Government exceeds \$10,000,000, the reporting requirements in 2 CFR part 200, Appendix XII, require you to report certain integrity information to FAPIIS semiannually. Please review the requirements in 2 CFR part 200, Appendix XII, if this grant plus all the other Federal funds you receive exceed \$10,000,000.

#### VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your

approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multiyear award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms.html>.

(c) The Secretary may provide a grantee with additional funding for data collection, analysis, and reporting. In this case the Secretary establishes a data collection period.

4. Performance Measures: Under the Government Performance and Results Act (GPRA), Federal departments and agencies must clearly describe the goals and objectives of programs, identify resources and actions needed to accomplish goals and objectives, develop a means of measuring progress made, and regularly report on achievement.

(a) Measures. The Department has developed the following GPRA performance measures for evaluating the overall effectiveness of the NPD program:

Measure 1: The number and percentage of program participants who complete the preservice program. Completion is defined by the applicant in the submitted application.

Measure 2: The number and percentage of program participants who complete the inservice program. Completion is defined by the applicant in the submitted application.

Measure 3: The number and percentage of program completers, as defined by the applicant under measures 1 and 2, who are State certified, licensed, or endorsed in EL instruction.

**Commented [15]:** Can student outcomes be added more explicitly here?

**Commented [EM16]:** If student is defined as the teachers the professional development training courses that this project is designed for, then we included measures 4, 5, and 6 to collect that data.

If student is defined as children who are impacted by the E teachers who participated in professional development courses then, unfortunately, the data infrastructure that it would take to track students/children doesn't exist at the moment. In addition, SEAs and LEAs do not have the resources nor the capacity required to measure outcomes at that level.

In general, these measures are determined through consultation with Budget Service and OMB.

Measure 4: The percentage of program completers who rate the program as effective in preparing them to serve EL students.

Measure 5: The percentage of school leaders, other educators, and employers of program completers who rated the program as effective in preparing their teachers, or other educators, to serve ELs or improve their abilities to serve ELs effectively.

Measure 6: For projects that received competitive preference points for Competitive Priority 2, the percentage of program completers who rated the program as effective, as defined by the grantees, in increasing their knowledge and skills related to parent, family, and community engagement.

(b) Baseline data. Applicants must provide baseline (as defined in this notice) data for each of the project performance measures listed in (a) and explain how each proposed baseline data is related to program outcomes; or, if the applicant has determined that there are no established baseline data for a particular performance measure, explain why there is no established baseline and explain how and when, during the project period, the applicant will establish a baseline for the performance measure.

(c) Performance measure targets. In addition, the applicant must propose in its application annual targets for the measures listed in paragraph (a). Applications must also include the following information as directed under 34 CFR 75.110(b):

(1) Why each proposed performance target is ambitious (as defined in this notice) yet achievable compared to the baseline for the performance measure.

(2) The data collection and reporting methods the applicant would use and why those methods are likely to yield reliable, valid, and meaningful performance data; and

(3) The applicant's capacity to collect and report reliable, valid, and meaningful performance data, as evidenced by high-quality data collection, analysis, and reporting in other projects or research.

Note: If the applicant does not have experience with collection and reporting of performance data through other projects or research, the applicant should provide other evidence of capacity to successfully carry out data collection and reporting for its proposed project.

(d) Performance Reports. All grantees must submit an annual performance report and final performance report with information that is responsive to these performance

measures. The Department will consider this data in making annual continuation awards.

(e) Department Evaluations. Consistent with 34 CFR 75.591, grantees funded under this program shall comply with the requirements of any evaluation of the program conducted by the Department or an evaluator selected by the Department.

5. Continuation Awards: In making a continuation award under 34 CFR 75.253, the Secretary considers, among other things: whether a grantee has made substantial progress in achieving the goals and objectives of the project; whether the grantee has expended funds in a manner that is consistent with its approved application and budget; and, if the Secretary has established performance measurement requirements, the performance targets in the grantee's approved application.

In making a continuation award, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: Samuel Lopez, U.S.  
Department of Education, 400 Maryland Avenue, SW., room  
5C152, Washington, DC 20202. Telephone: (202) 401-4300.  
FAX: (202) 205-1229 or by email at NPD2017@ed.gov.

If you use a TDD or a TTY, call the Federal Relay  
Service, toll free, at 1-800-877-8339.

#### VIII. Other Information

Accessible Format: Individuals with disabilities can  
obtain this document and a copy of the application package  
in an accessible format (e.g., braille, large print,  
audiotape, or compact disc) on request to the program  
contact person listed under For Further Information Contact  
in section VII of this notice.

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Dated:

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Supreet Anand,  
Deputy Director Office of English  
Language Acquisition.

**Toner, Jana**

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**Subject:** Beachhead Meeting  
**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM  
**End:** Monday, March 13, 2017 5:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Toner, Jana**

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**Subject:** Beachhead Meeting

**Location:** Secretary's Conference Room

**Start:** Monday, March 13, 2017 4:00 PM

**End:** Monday, March 13, 2017 5:00 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Toner, Jana

**Required Attendees:** Political Appointees\_ED 45

**Optional Attendees:** Brickman, Michael; Eitel, Robert; Botel, Jason; Friendewey, Matthew; Hansen, Taylor; Chamberlain, Michael; Oberlies, Michael; Riemer, Jeffrey (Justin); Rigas, Laura; Cox-Roush, Deborah; Eck, Kevin; Reynolds, Cody; Kossack, Andrew; Holden, Ronald; Jones, Amy; Shaheen, Patrick

**Toner, Jana**

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